

CENTRAL PRINT SUPERVISOR

DEFINITION

Under direction, supervises, monitors and coordinates the day-to day operations and work of staff responsible for central printing, mailing and graphic services.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Manager or designee. Exercises supervision over assigned staff.

DISTINGUISHING CHARACTERISTICS

Central Print Supervisor is a first-line supervisory class. The incumbent works independently exercising a considerable latitude and judgement in supervising technical staff and coordinating the operations of print and graphics services. Central Print Supervisor is distinguished from the Graphics Technician in that incumbents of the latter may provide lead instruction and specializes in graphic design and other printing work.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but are not limited to, the following:

Plans, organizes and coordinates the efficient operation of Central Print in order to meet reproduction, printing needs and other timelines.

Trains, supervises and evaluates assigned staff; makes recommendations regarding discipline.

Evaluates the work of assigned staff; administers work assignments and monitors deadlines; meets with staff to identify and resolve problems; coaches and counsels employees to achieve goals and correct deficiencies; recommends disciplinary actions

Determines supply needs and coordinates the purchase and storage of materials.

Provides technical assistance in the operation and maintenance of high-volume printers, bindery equipment, collators, folder and other equipment related to the preparation and delivery of printed materials.

Participates in the development and administration of the division budget.

Compiles and prepares reports and documentation on activities; maintains records.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of print production and design layout.

Proper methods of storing equipment, materials and supplies.

The principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Methods, materials tools and equipment used in the direct impression and offset printing and in plate preparation.

Basic recordkeeping and research techniques.

The principles of municipal budget preparation and administration.

Ability to:

Read, understand and interpret regulations, ordinances, laws, departmental policies, rules regulations and instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Perform skills printing and bindery work involving the operation of various types of duplicating, offset and related printing and bindery equipment.

Manage multiple priorities simultaneously, and complete projects independently.

Exercise sound independent judgment within general policy guidelines.

Communicate effectively both orally and written.

Maintain accurate records and files.

Understand and follow written and oral instructions.

Estimate costs, timelines and materials.

Skill to:

Safely operate a motor vehicle.

Operate office equipment, including computer equipment.

MINIMUM QUALIFICATIONS

Sixty (60) semester units from an accredited college or university;

AND

Three (3) years of experience in graphics or print shop operations, which includes or is supplemented by one (1) year of progressively responsible lead or supervisory experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis. IF qualifying with experience alone, a high school diploma or GED equivalent is required.

Special Requirements

Possession and continued maintenance of a valid California Driver's License at time of appointment.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 7/7/21

NEW: JTC:SCM:bn