

## DUPLICATING SHOP SUPERVISOR

### KIND OF WORK

Supervision of a centralized duplicating unit.

### NATURE AND PURPOSE

The employee in this class is responsible for planning, coordinating and supervising all phases of the work of the unit providing centralized duplicating services. S/he provides advisory service to the using departments in planning layout, paper stock, duplicating, and binding to be used. Responsibility includes devising and innovating new or improved production methods and improvement of services rendered to the using departments, involving quality, volume of production and meeting of deadlines. Supervision is received from higher-level employee who confers with the Duplicating Shop Supervisor on the results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the operation of a number of duplicating, mimeograph, and spirit duplicating machines.

Supervises the training of employees in the operation of these machines.

Plans and assigns all work, maintains work schedule, and reviews completed work for quality.

Advises department representatives on matters of layout, paper stock, type faces, binding, ink and cover stock to be used.

Prepares statements of labor and materials charges for each job for billing purposes.

Requisitions, maintains, and inventories an adequate supply of materials for operation of the unit.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the uses, limitations, and operating techniques of stencil and offset duplicating machines.

Thorough knowledge of types and weights of paper stock and their reactions to various duplicating inks, chemicals and processes.

Ability to:

Supervise the training of employees in the operation of these machines.

Plan, assign, and supervise the work of others.

Set up forms according to written specifications.

Understand and effectively carry out complex written and oral directions.

Estimate costs for duplicating and binding jobs.

Maintain production levels and meet deadlines.

Establish and maintain effective working relationships with state departments and private firms.

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Rev.: 7/68; 3/77; 12/80  
Ckd.: 10/91

T.C.:  
Former Title(s):