

UNIVERSITY PRINT SHOP SUPERVISOR 1

KIND OF WORK

Supervision of a university printing shop.

NATURE AND PURPOSE

An employee in this class supervises the planning, estimating, layout, and production of printing, binding, and duplicating work of a university printing shop. This class is distinguished from duplicating classes in that less than 50% (usually not to exceed 20-25%) of total shop personnel work time is required for duplicating work where the end product is a reproduction of copy provided by clients. This employee has the principal responsibility for the quality and quantity of all finished products as well as for the fiscal efficiency of the shop based on employee productivity and costs for supplies and equipment purchases, repair and maintenance. This employee receives administrative supervision from university management.

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

Supervise the production of printed material, such as large issues of multi-color illustrated brochures advertising university programs and functions.

Supervise the operation of electronic or automatic duplicating machines which produce duplicated materials.

Supervise the estimating of printed material, binding, compositions, and photographic materials.

Determine stock, compositions and layout, darkroom, printing, and bindery work to produce a printed job.

Supervise type-setting and layout by composer or photo-typesetting equipment.

Supervise the binding of pamphlets, reports, saddle-stitching, side-stitching, and collating of various booklet sizes.

Advise client representatives on matters of layout, paper stock, typefaces, binding, ink and cover stock to be used.

Determine adequate supply of inventory of materials needed for operation of the unit and requisition supplies.

Keep inventory, production, cost, and employee performance records.

Supervise darkroom and burning of plates for offset printing.

Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the techniques, procedures, processes and equipment used in printing work.

Considerable knowledge of the machinery, equipment and practices used in commercial printing plants.

Ability to:

Ability to estimate costs for printing 1-3 color brochures, booklets and forms.

Ability to layout, plan, and supervise the production of printed and bound materials, including multi-color work requiring hairline registration.

Ability to keep clerical records on materials, stocks, and job tickets.

Ability to instruct and supervise full and part-time employees.

Ability to maintain general shop and employee efficiency.

Ability to establish and maintain effective working relationships with university and state departments and private firms.

Est.: 12/90  
Rev.: 3/90

T.C.: 3/90  
Former Title(s): University Print  
Shop Supervisor