

Class Concept

This is supervisory work in managing a print shop or serving as an assistant in a large print shop. Position manages the operations of a shop or a segment of the larger printing operations to provide printing and duplicating services. Work involves contact with various officials to determine and take orders for printing needs as well as providing them a service on how to make their printing more useful and attractive at the best price. Work may involve contracting printing services outside the print shop. Position is responsible for the purchase and maintenance of equipment and supplies and for maintaining adequate financial and inventory control records. Work may include other duties as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles, methods, processes, and equipment used in printing and duplicating.
- Considerable knowledge of paper stocks, inks, and other supplies and materials used in printing work. Ability to plan, assign, and supervise the work of subordinate employees.
- Ability to maintain adequate accounting and inventory control records and to prepare various operational and fiscal reports.
- Ability to establish and maintain effective working relationships with various staff, managers and supervisors, and subordinate employees.

Minimum Education and Experience

Graduation from high school or General Educational Development (GED) diploma and six years of experience in printing, three years of which must be in a supervisory capacity; or an equivalent combination of education and experience.