

Class Concept

This is supervisory work in the operation of a printing/duplicating unit. Positions direct the production of a wide variety of forms, brochures, charts, and similar printed materials. Positions are responsible for organizing, assigning, and reviewing the work of subordinate equipment operators; for the maintenance and repair of various printing equipment; and for maintaining adequate inventories of supplies for the printing/duplicating operation. Work is usually received in written or oral form accompanied by samples, rough drafts, or incomplete ideas for the position to develop into final form. Work is evaluated for form legibility, quality of work, and efficiency of operation. Work may include other duties as assigned.

Recruitment Standards

Knowledge, Skills, and Abilities

- Knowledge of the principles, methods, processes, and equipment used in printing and duplicating.
- Skill in the operation, adjustment, and maintenance of printing and duplication equipment.
- Ability to plan, organize, and supervise all printing functions and employees performing those functions.
- Ability to establish and maintain effective working relationships with clients and co-workers.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and four years of experience in the operation of an offset press, duplicating equipment/software, and related equipment including one year as lead worker; or an equivalent combination of education and experience.