

### Class Concept

This is skilled supervisory work in coordinating the operations of a major section in a Print Shop. Positions supervise either the Composition, Offset Preparation, or Press section within this medium to large complex print shop. Work in this class is highly technical and skilled, requiring full knowledge of the printing operations. Positions are specialists in terms of the section they supervise. Work involves training new employees and keeping abreast of new techniques or procedures that develop within the printing trade. Work is performed under the general supervision of a Print Shop manager. Work may include other duties as assigned.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles, methods, procedures and equipment involved in lithographic printing. Considerable knowledge of the kind and grades of paper stocks, inks, style and size of type, and other materials used in printing.
- Ability to operate and supervise the operation of linotype, computer composing units, computer to plate (CTP), lithographic camera, printing presses, and other printing equipment.
- Ability to perform and supervise preventive maintenance and general repairs on the equipment.
- Ability to establish and maintain an effective work relationship with fellow employees and others.
- Ability to develop and keep routine clerical records.

#### Minimum Education and Experience

Graduation from high school or General Educational Development (GED) diploma and six years of experience in the printing trade; or completion of a two year graphic arts course and four years of printing experience; or an equivalent combination of education and experience.