

CENTRAL SERVICES SUPERVISORDEFINITION

Under general supervision, supervises, plans, assigns, and performs all operations and functions of a central mailroom and reprographics division and supervises, trains and evaluates employees engaged in reprographic and messenger services activities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises reprographic and messenger services sections involving the operation of offset printing presses, digital document imaging, photocopy and other duplicating equipment and the pick-up/delivery of mail. Supervise the operation of auxiliary equipment, such as collators, folders, staplers, paper punching, cutting, and perforating machines. Provides customer service, including anticipating customer needs, suggesting alternatives and problem solving. Oversees and engages in production and processes. Maintains, troubleshoots, adjusts and makes minor repairs to all machines and equipment. Takes preemptive action to prevent errors and waste and maintain machines and equipment. Advises and assists department regarding layout size, stock type, and method of reproduction of material to be published. Estimates cost and completion time for large job orders. Establishes and adjusts priorities, deadlines, work procedures, work schedules and assignment to meet quality production and service goals. Instructs assigned personnel in the operation of various machines and ensures units adherence to professional standards and division policies and procedures, safety rules and regulations. Contracts with off-site vendors for printing needs of the departments and ensures the quality of the product. Maintains inventory and production records and equipment replacement schedule. Prices and orders materials and supplies to maintain adequate inventory. Compiles all required revenue and expenditure data and information for use in budget preparation and forecasting. Researches, compares and recommends appropriate machine, equipment and service purchase or leasing contracts for current uses and future projected purchases. Supervises and performs work involving the packaging, packing, routing, receiving, delivery and delivery confirmation of mail and packages. Monitors, replenishes and operates postage meter and other sorting or processing equipment. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class supervises, coordinates and participates in the activities of a centrally administered printing, reproduction, bindery, and messenger operation servicing all City departments.

Work involves responsibility for the accurate, effective and efficient operation and maintenance of various duplicating equipment; determining methods of reproduction; and making decisions on work priorities. All work is performed under general supervision and is reviewed according to unit productivity, revenue generation, quality standards and efficiency in the use of staff/materials.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience in the operation of digital, black and white and color duplicating equipment, including one year of supervisory or lead experience which provides the desirable knowledge and abilities listed below.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: uses, operation and maintenance of digital and other reprographic machines, offset printing and related equipment, including collating, inserting, folding and bindery machines; the papers, inks, and other supplies used in reprographic processes, including weight, types and uses of paper; principles and practices of supervision and project management; purchasing procedures including ordering materials/equipment and processing invoices; contracting arrangements; and mail processing and equipment.

Ability to: operate complex reprographic machines and supporting equipment used in bindery operations; make minor adjustments to duplicating machines and auxiliary equipment; work with scheduled deadlines; review, plan, assign and supervise the work of others; understand and carry out oral and written directions; supervise and motivate assigned personnel; interpret and apply administrative and departmental policies, laws, and rules; effectively communicate with staff and other city employees.

Prepared and approved through 1986-87 Clerical Study Process
Former Class Title: Reprographics Services Supervisor

New Title Effective: 1-88

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ADA approved: 08/08