

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Print Shop Supervisor</u>
Sch & Grade	<u>PAT-7</u>
Class Code	<u>CE90</u>
FLSA Status	<u>Non-Exempt (2)</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Administrative Support</u>

PRIMARY PURPOSE:

Oversee the operations and management of the City's printing and mail services.

SUPERVISION:

Under general supervision of the Director of Finance; supervises support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, coordinates, and directs the operations of the City's high volume copying production, mail services and printing.
2. Administers inventory control for the Print Shop including planning, purchasing, maintaining and evaluating a proper inventory of required materials and supplies.
3. Schedules copying, printing, and mail services work based on priorities, deadlines, and available staffing.
4. Supervises and participates in the operation of a wide variety of computerized and technical printing, copying, and mailing equipment.
5. Supervises monthly billing to other City departments, insures the accuracy and completeness of billing records.
6. Prepares cost estimates for copying and printing jobs as well as processing time and communicates with departments.
7. Makes recommendations and decisions regarding equipment needs, and drafts equipment specifications.
8. Makes recommendations on changes in pricing, and/or changes in products offered.
9. Maintains knowledge of current U.S. Postal regulations and insures City is in full compliance.
10. Prepares reports and maintains required records for such areas as inventory control, production, departmental billing, and project status.
11. Supervises support staff personnel including conducting annual performance evaluations, providing training and development, recommending and implementing any necessary disciplinary action, and encouraging staff to achieve assigned goals.
12. Maintains effective relationships with all City departments communicating availability of Print Shop services and current mailing requirements.
13. Plans, monitors, and administers budget information for printing and mail services.
14. Meets and confers with a variety of vendors regarding applicable products, materials, and equipment utilized in services.
15. Follows established procedures for handling small amounts of cash.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and equipment utilized in high volume copying, color copying, printing and mail services; accounting and other financial principles utilized for such areas as inventory control, costing job estimation, budget administration, and production reports.

Abilities

Effectively manage the operations of the city's copying, printing and mail services and supervise support staff personnel; prepare both written and verbal reports and maintain required records; supervise and operate computerized and technical printing, copying, and mail services equipment; read, learn, and apply postal regulations required for mail services; prepare and administer a budget; communicate effectively both verbally and in writing; follow oral and written instructions; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the city's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires two years of college coursework with an emphasis in printing and graphics technology, graphics design technology or business technology plus two years of applicable experience; or five years of experience in the operation of computerized and technical printing equipment. Supervision experience preferred. Some experience or education in accounting, budget administration and inventory control is desirable.

Physical Requirements

Performs bending, sorting, and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 50 pounds; holds and grips objects; possess ability necessary to operate printing, copying, and mail service equipment; subject to periods of prolonged standing.

Working Environment

Indoors with heating and cooling regulated; subject to constant and moderate levels of noise due to production operations for printing, copying, and mail services; exposure to chemicals associated with printing and copying equipment.

Licensing/Certification

None required.

Miscellaneous Requirements

May be required to work evenings or weekends in response to production demands.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4415
Comments:	Updated Abilities	Date: March 21, 1994

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____