TITLE: OFFICE SERVICES SUPERVISOR

DEFINITION: Under direction, supervises and coordinates the reprographic and mail room function; participates in the daily activities of the Reprographics section.

REPORTS TO: Purchasing Agent

EXAMPLES OF DUTIES:

- Consults with and advises departments on layout, size, color, paper stock, type, and method of reproduction from material to be published;
- Estimates cost and completion time for requested work;
- Orders and maintains adequate supply of stock, other supplies and equipment;
- Schedules jobs and establishes priorities and deadlines;
- Trains, assigns, evaluates, and assists in the selection of subordinates;
- Analyzes and resolves or assists in solving work problems;
- Supervises the preparation and maintenance of cost records and billing charges for all sections;
- Prepares budgetary, statistical and equipment analysis reports;
- Arranges for contract services;
- Observes and enforces safety regulations;
- Recommends selection of equipment;
- Operates reprographics equipment as necessary;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Three or more years of increasingly responsible experience in reprographic operations with specific knowledge of offset printing press operations;
Ability to supervise personnel, plan and organize work effectively, research budget data, and communicate effectively both orally and in writing;
A valid motor vehicle operator license.

HISTORY:

Established 02/14/79; Title changed from Reprographics Supervisor - 09/15/76 - Revised: 02/15/83, 05/10/88.

Approval/Adoption Dates: 05/10/88 - Human Resources Department
06/15/88 - Civil Service Commission