

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Print Shop Supervisor	<u>CLASS NUMBER:</u> 30604	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N13	<u>POSITION CONTROL #:</u> 020019
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 5:00 AM – 1:30 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (020012)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		
Press Operator (020020, 020021) Production Coordinator (020024)	Printing Technician (020022, 020023)	Office Manager 1 (020025)

CLASSIFICATION PURPOSE:

The primary purpose of the Print Shop Supervisor classification is to supervise assigned printing employees and provide custom design, forms, and printed materials.

JOB DUTIES:

Supervise all phases of print shop operations and personnel (e.g., process printing jobs on equipment 17 x 22-inch sheet size or less, including close registration and color overlay, plan work assignments, review work, and train print shop staff). Perform pre-press duties to include typesetting, halftones and plate making. Assure that the print shop work areas and equipment are safe and clean. Responsible for closing and securing equipment after work hours. May assist with procedure development.

Coordinate printing orders for various departments and agencies. Coordinate schedules and processes printing material for customers. Provide information to department heads and staff. Make suggestions on formatting and production to department heads or agency staff. Estimate job cost (e.g., finishes weight, quantity and process, artwork, composition, presswork bindery operations and special features). Prepare specifications, orders supplies, and maintain master filing system for all printed county forms. Assist the department with budget projects and make recommendations. Responsible for and oversees Forms Management program. Function as a skilled operator. Operate print shop equipment. Perform some clerical and technical assignments (e.g., maintains production records and files, maintains employee time and progress records). Submit requisitions and reviews vendor invoices. Perform some preventative maintenance on printing equipment. Participate in interviews, onboarding, meetings, and trainings. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; inventory control; supervision; safety practices; public relations; agency policy and procedures; interviewing. Skill in the operation of mechanical systems and related procedures; professional verbal and written communication; word processing such as Microsoft Office suite; equipment operation. Ability to calculate fractions, decimals, and percentages; proofread technical materials, recognize errors, and make corrections; gather, collate, and classify information about data, people, or things; establish friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with some vocational and/or technical training with three (3) years of printing or related experience.

Additional Requirements:

No special license or certification is required.

Supervisory Responsibilities:

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date