

# MANAGER, PRINTING SERVICES

Job Code	Pay Grade
18860	150

## Nature of Work

This is administrative and technical work supervising a centralized printing and duplicating service. An employee in this class manages the county print shop which requires a specialized knowledge of duplicating equipment and supplies, as well as billing procedures. Independent judgment and initiative is required to maintain the efficient production of this section. Work is assigned by the Supervisor, Central Services and is reviewed through observation of results obtained, conferences and reports.

## Minimum Qualification Requirements

- 2 years of technical training in printing, graphics or related field plus 2 years of related experience that includes supervisory experience or training; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns and reviews the work of technical and clerical personnel; trains subordinate staff; prepares performance evaluations.
- Supervises the operation of a variety of printing, copying and bindery equipment used in printing services operation.
- Prepares and calculates printing charges for services.
- Makes machine adjustments and repairs when required.
- Keeps records of supplies and work performed, and establishes priorities of work orders for the most economical use of equipment and manpower.
- Reviews completed work for adherence to quality standards.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of processing methods and equipment used in printing and duplicating.
- Knowledge of the principles and maintenance needs of electrically operated duplicating equipment.
- Knowledge of the principles of print shop management and supervision.
- Knowledge of the qualities, grades and uses of paper, card stocks and inks.
- Knowledge of stockkeeping methods.
- Skill in the operation and repair of duplicating, printing and bindery equipment.
- Ability to apply computer applications and software.
- Ability to plan, organize, and supervise the work of technical and clerical personnel.
- Ability to estimate operating needs and to maintain a rigid production schedule.

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Revised	EEOC Code	Overtime Code
3/09	Officials & Managers	Exempt