

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Printing and Reprographics Supervisor	CLASS. CODE: 0038
DEPARTMENT:	General Services Department	FLSA: E
REPORTS TO:	Director of General Services	DATE: 7/1/2002

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**Job Summary:**

Plans, organizes, staffs, controls, and reviews the operations of the Printing and Services Division; directs all facets of printing services including reprographics, mail, copier program, and microfilm; performs under the general supervision of the General Services Director.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Provides City departments with cost effective and efficient printing and reprographics services.
2. Ensures the function areas (desktop publishing, darkroom, printing, bindery, copy center, mail center, messenger, and microfilm) are properly staffed and workload has been properly scheduled.
3. Provides City departments with cost-effective and efficient Mail, messenger and Microfilm services, which includes processing of incoming and outgoing U.S. Mail, pick-up and delivery.
4. Records, tags and updates divisions Capital Outlay items; disposes of surplus equipment through City Surplus Auction process.
5. Monitors 51 photocopiers for service reliability, volume, trades, locations and equipment life expectancy.
6. Predicts future service needs and evaluates other cost effective alternatives to meet City's reprographics, mail, messenger, and microfilm requirements.
7. Develops attainable plans and schedules to meet Printing and Reprographics Divisions goals.
8. Responds, analyzes and provides resolutions to Division's problems.
9. Supervises, trains, manages and directs Division employees to perform a high quality of work produced in areas of Desktop Publishing, darkroom, printing, bindery, mail, microfilm and clerk messenger services.
10. Directs, counsel or disciplines employees; evaluates and monitors employees' performance through performance appraisals and position work plans.
11. Reviews division's production schedules, monitors quality of work to ensure work assignments are completed in a timely manner.
12. Ensures that critical printing time-lines for City's Budgets, CIP, Contracts and Council Agenda items are met.
13. Distributes, implements new or revised Personnel Rules, Dept. Head Letters/Departmental Policies; trains, implements Safety Program, in conjunction with City Safety Committee and Risk Management criteria.
14. Prepares, submits and monitors Printing Divisions budget; monitors daily, bi-weekly reports for the purposes of maintaining budgetary revenues and expenditures requirements.
15. Compiles information supporting rate increases or service charges; provides memorandums, reports to City Departments with projected budgetary changes involving printing, photocopiers, mail/messenger/microfilm services; projects future division budget requirements.

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**Important Job Functions**

1. Processes, monitors, requisitions, purchase orders in a timely manner, ensures the Division's inventory requirements are met. Provides maintenance and reprographics services.
2. Obtains printing bids when project is beyond the printing press capabilities; prepares requests for proposals for equipment, evaluates proposals and makes recommendations to General Services Director.
3. Provides adequate instruction and training to ensure Division employees are in compliance of all "State of Oregon Administrative Rules and Records Retention Schedule".
4. Submits appropriate forms used in the storage, disposal, archival and destruction of City Departments.
5. Monitors and reviews with staff all records retention and microfilming requirements.
6. Attends meetings and various training seminars and conferences as required.
7. Performs other duties as required by General Services Director.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Associate's degree from an accredited college or university in a related field; and, Five (5) to seven (7) years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- Visual Communications and Graphics Arts Certificate.
- Valid Oregon driver's license or Class 4 license.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Printing and lithographic's procedures.
- Modern duplication equipment and services.
- Modern mail and courier procedures for interdepartmental, interagency postal and parcel services.
- Modern microfilm and records retention methods and associated equipment.
- Supervisory practices and principles.
- Business management, accounting course work.
- Safety precautions around hazardous machinery.
- Contemporary office practices and procedures and basic office software products.

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**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Plan, supervise, and evaluate the work of subordinates.
- Assess cost effective mail and reprographic alternatives to meet changing needs of the City.
- Operate a variety of modern mail and reprographic equipment and to train others.
- Prepare an operational budget and maintain it.
- Meet City driving standards.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand for extended periods on occasion.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.