

**CLASS TITLE:      MANAGER OF PRINTING AND OTHER SERVICES**

**Class Code: 02354500**

**Pay Grade: 25A**

**EO: G**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** In a department to be responsible for the operation and supervision of the offset print shop, and such other services as: mail, messenger, inventory control of stationary and office supplies, record files and mimeography; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with wide latitude for the use of independent judgement; work is reviewed for conformance to policies.

**SUPERVISION EXERCISED:** Plans, supervises and reviews the work of a staff of offset pressmen and clerical personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the operation and supervision of the offset print shop.

To review the planning of the more difficult layouts, form setups and working details involved in the printing of pamphlets, booklets, forms and charts.

To consult with printers, engravers and typesetters regarding costs and check the work while it is in progress.

To keep a continuous cost analysis on all jobs and prepare cost estimates of proposed jobs.

To be responsible for the efficient operation of the mail room in order to provide speedy and adequate incoming and outgoing mail service to the department.

To be responsible for the efficient operation of the stock room, and requisition stationary, office supplies and forms needed to maintain a perpetual inventory.

To be responsible for the efficient management of the central files and forward certain records to the records center when retention period expires.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices, techniques, tools, materials, and equipment used in offset printing; a working knowledge of the methods and techniques used in establishing and maintaining a records retention program involving the identification and storage of records and forwarding records to records center when retention period expires; a working knowledge of stock inventory procedures; a working knowledge of the proper principles and practices for the operation of a department mail room; the ability to plan, supervise and review the work of an offset printing unit; the ability to make decisions as to the best media and materials to be used for the most effective duplicating or printing method; the ability to make cost analysis and the ability to estimate cost on proposed projects; the ability to make work assignments and supervise a staff engaged in performing the above mentioned operations; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a senior high school; and

**Experience:** Such as may have been gained through: employment in a supervisory capacity in an offset printing unit or other similar operation; and employment in a responsible position which shall have provided a working knowledge of records management and general office services.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 19, 1965

Editorial Review: 3/15/03