

# MORGAN STATE UNIVERSITY

## JOB SPECIFICATON



### **PS FINISHER/BINDERY SPECIALIST**

Class Code: N1110  
Pay Range: 09

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under general supervision, performs journey level finishing/bindery work. Leads and trains subordinate personnel.

### **PRIMARY DUTIES**

1. Schedules and coordinates activities with press and composition areas to ensure job specifications are met.
2. Provides guidance and instruction to others in finishing/bindery machinery and equipment operation and production procedures.
3. Inspects printed materials for comparison to sample copy and adherence to quality standards.
4. Performs a full range of finishing/bindery activities. Cuts stock for press runs, folds, finishes, inserts, staples, trims and wraps printed materials.
5. Monitors machinery and equipment functions and ensures operational readiness and safety. Cleans, adjusts and makes minor repairs to machinery and equipment.
6. Prepares and maintains production records.
7. Maintains inventory of supplies and paper stock.
8. Performs material handling activities such as moving supplies and paper stock, loading and unloading books and printed materials and stocking shelves.

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**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED

**EXPERIENCE:** Four years experience in the finishing/bindery trade.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of paper stock and finishing and bindery techniques. Skill in setting up, operating and maintaining finishing and bindery equipment. Ability to plan a production schedule; to lead and train others in finishing/bindery operations; to perform mechanical repairs to finishing/bindery equipment; to communicate orally and in writing; to follow oral and written instructions; to establish and maintain effective work relationships; to lift, transport, and stock related supplies, paper stock, and printed materials; to wear and work in personal protective equipment.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.