

MORGAN STATE UNIVERSITY JOB SPECIFICATON



PS PRINT SERVICES SUPERVISOR I

Class Code: 02184
Pay Range: 10

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, functions as a supervisor responsible for one or more major print services functions such as pre-press or copy center. May supervise a small print services operation.

PRIMARY DUTIES

1. Supervises and trains subordinate personnel; determines work priorities; plans, schedules, assigns and reviews work.
2. Coordinates the completion of jobs throughout the production process. Recommends appropriate techniques to increase quality and effectiveness of jobs and provides technical supervision.
3. Initiates and prepares various reports, requisitions, and documentation related to supplies, inventory and hazardous waste disposal. Maintains records of production activities and provides production cost estimates.
4. Oversees the operational readiness and safety of equipment. Cleans, adjusts and performs routine repairs and maintenance of equipment as needed.
5. Responds to customer service inquiries and requests.
6. Maintains records of production activities and provides production cost estimates.
7. Operates printing equipment such as high speed copiers and pre-press equipment.

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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 progressively responsible experience in a print services unit which involved the operation of duplicating and/or offset printing equipment.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of the operation and maintenance of offset printing presses and/or duplicating equipment; of paper weights and reactions to various printing and duplicating processes and inks; of the layout of materials for printing and publication. Elementary knowledge of office practices and procedures. Skill in setting up, operating and maintaining assigned equipment. Ability to communicate effectively both orally and in writing; to establish and maintain effective work relationships; to follow oral and written instructions; to plan and supervise the work of assigned print services personnel; to estimate supply and equipment needs; to lift, transport, and stock supplies, paper and related equipment; to perceive normal color spectrum; to wear and work in 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.