

MORGAN STATE UNIVERSITY JOB SPECIFICATON



PS PRINT SERVICES SUPERVISOR II

Class Code: N1114
Pay Range: 12

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, functions as a supervisor of large scale plant printing services which includes a combination of areas such as composition, pre-press, finishing/bindery, copy services and press production.

PRIMARY DUTIES

1. Supervises and trains subordinate personnel, determines work priorities, plans, schedules, assigns and reviews work. Determines production methods for printing services operation to increase quality and effectiveness of printing jobs.
2. Monitors quality control processes, troubleshoots production problems, coordinates completion of jobs throughout production process and exercises technical supervision over copy services, printing, and finishing/bindery.
3. Initiates, prepares and maintains various reports, requisitions, and documentation related to supplies, inventory and hazardous waste disposal, production activities, consumption costs, and job estimates.
4. Oversees the regular maintenance of printing services equipment and ensures safety standards are maintained.
5. Responds to customer inquiries and requests.
6. Operates printing equipment such as high speed copier, presses, cameras, plate makers, and finishing/bindery equipment.
7. Prepares and maintains records of operation such as production activities, supplies, consumption costs and job estimates.

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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: Six years progressively responsible experience in printing services to include at least two years in a lead or supervisory capacity.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of print services operations including copy services, offset press production and finishing/bindery functions; of the operation and maintenance of offset presses and duplicating equipment; of paper weights and reactions to various printing and duplicating processes and inks; of the layout of materials for printing and publication. General knowledge of office practices and procedures. Skill in planning and coordinating the work of print services personnel; in providing guidance and instruction to print services personnel; in estimating supply and equipment needs; in setting up, operating and maintaining assigned equipment. Ability to determine print services production methods; to communicate effectively both orally and in writing; to establish and maintain effective work relationships; to follow oral and written instructions; to lift, transport, and stock supplies, paper and related equipment; to perceive normal color spectrum; 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.