# The University of Akron **Classification Specification**

Job Title: Supv Printing Svcs Job Code: 42631

Job Function: Staff Grade: 118

Job Family: Classified FLSA: Non-Exempt

**SOC Description:** 2000 Finance / Accounting Division **Date:** 1/1/04;5/5/00;7/1/99

## Job Summary:

Provide cost effective and quality assured printing services while adhering to production schedules and deadlines. Maintain equipment, establishes staffing schedules, and supervise daily operations of the print shop.

## **Essential Functions:**

50%-60% Supervise all phases of pre-press, bindery, and off-set printing operations. Coordinate work activities while maintaining deadlines and due dates.

20%-30% Train staff on all equipment, while providing instruction on quality enhancement techniques and production efficiency.

10%-20% Maintain customer service and vendor relations to provide efficient, professional services.

10% Coordinate equipment maintenance and estimate potential maintenance expenses.

10% Assist in ordering departmental supplies and maintaining inventory.

## **Education:**

Requires 18 months of education or training beyond high school.

# **Licenses/Certifications/Requirements:**

None.

#### **Experience:**

Requires a minimum of 2 years experience working in a print shop. Knowledge of inventory control and bindery procedures required. Supervisory experience and the ability to provide a wide variety of printing services required.

### Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

## **Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs.).

## **Working Conditions:**

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).