

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MICROGRAPHIC EQUIPMENT SUPERVISOR

Position Code: K6170

DISTINGUISHING FEATURES OF THE CLASS

Under direction, plans, supervises and reviews the activities of a unit of micrographic equipment operators engaged in the operation of microfilm camera to produce images of documentation and records on microfilm for permanent storage and/or active retrieval system; plans for optimum utilization of staff and equipment.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, assigns, supervises and reviews the activities of a unit of micrographic equipment operators; develops and maintains work schedules and determines priorities for microfilm production; plans and controls optimum utilization of staff and equipment to secure prompt and accurate output.
2. Reviews and evaluates the work of micrographic equipment operators for adequacy, accuracy, and conformance with instructions and established practices.
3. Contacts and confers with various supervisors regarding regular production work; establishes standards and procedures for projects from various state agencies.
4. Maintains and supervises the maintenance of a large microfilm filing system; maintains original microfilm files prior to transfer to permanent archival storage.
5. Completes monthly production and validation reports for management; prepares and updates procedures manual ensuring it is prepared properly, noting changes that need to be made in order to make a more effective and efficient operation.
6. May instruct and supervise the training and orientation of new microfilm operators in-house and in offices of other state agencies.
7. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school and three years of

MICROGRAPHIC EQUIPMENT SUPERVISOR (Continued)

progressively responsible experience in micrographic equipment operations.

Knowledge, Skills and Abilities

Requires thorough knowledge of record preservation practices using micrographic equipment.

Requires thorough knowledge of micrographic operations, methods and procedures.

Requires extensive knowledge of microfilm storage and retrieval systems.

Requires ability to plan, assign, supervise and evaluate the activities of micrographic operators.

Requires ability to develop and maintain satisfactory working relationships with subordinates, other supervisory staff and representatives of other state agencies.

Requires ability to prepare complex reports.

Requires ability to follow complex oral and written instructions.

Requires ability to develop training and instruction techniques for lower-level staff.

Approved by the Secretary of State Merit Commission - August 8, 1990

Effective - August 16, 1990