

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

PRINTING EQUIPMENT SUPERVISOR

Position Code: K7165

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, plans, directs, supervises and reviews the activities of a printing operation; responsible for scheduling and monitoring production standards; evaluates equipment needs; operates printing equipment as required.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, directs, supervises and reviews the activities of Printing Equipment Operators in the performance of printing operations on a production basis.
2. Develops and conducts training programs for operators to assure basic understanding of Graphic arts theory and to improve skills in the operation of production equipment.
3. Compiles and evaluates statistics and develops data relating to production scheduling, equipment defects, reduction of paper waste and production costs for graphic arts services. Coordinates employees activities in monitoring deadlines and analyzing production.
4. Develops and implements safety programs related to the equipment and toxic materials.
5. Devises test procedures and participates in testing and evaluating new or improved products, equipment or techniques recommending selection of items; responsible for the ordering of supplies and equipment.
6. May operate a variety of printing equipment; makes major repairs and performs preventive maintenance to complex equipment.
7. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school, supplemented by two years of technical printing experience or one year of supervisory printing experience.

PRINTING EQUIPMENT SUPERVISOR (Continued)

Knowledge, Skills and Abilities

Requires thorough knowledge of printing and finishing involved in reproduction of materials.

Requires knowledge of the principles and practices of public and business administration.

Requires ability to develop, install and evaluate new and revised methods, procedures and standards.

Requires thorough knowledge and skill in the operation, adjustment and care of complex, sophisticated printing equipment.

Requires ability to maintain satisfactory working relationships with superiors, employees, outside agencies and related industry personnel.

Requires ability to communicate both orally and in writing and to express technical ideas and terminology in clear, understandable terms.

Approved by the Secretary of State Merit Commission - April 7, 1993

Effective - April 16, 1993

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year