

## COUNTY OF SOLANO

### DUPLICATING SERVICES SUPERVISOR

#### **DEFINITION**

Plans, organizes and supervises ongoing operations of the County's in-plant reprographics department; manages equipment, personnel, and supplies to ensure a favorable revenue versus expense outcome.

#### **CLASS CHARACTERISTICS**

This is a single-position first line supervisory class characterized by the responsibility to oversee operations of a centralized duplicating services function. The incumbent coordinates, prioritizes, and participates in the reproduction of printed material for a variety of County departments. This class is distinguished from the Central Services Manager class that manages the County's Central Purchasing Division and its ancillary offices and functions.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Central Services Manager.

Provides supervision to technical and clerical staff.

#### **EXAMPLES OF DUTIES** - *Duties may include but are not limited to the following:*

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and disciplining as needed; supervises work of volunteers and inmate workers; conducts training activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Oversees and directs the reprographics unit to ensure its efficient operation to meet deadlines and minimize operating costs; establishes and maintains price schedules; provides price quotations for printing jobs; oversees operation of reprographics equipment, and assists with equipment operation as needed.

Supervises safety in the workplace; conducts monthly safety awareness briefings; ensures adherence to established safety procedures; examines and monitors workplace safety through ongoing review of possible noise and odor problems; institutes ergonomic measures on an as-needed basis.

Reviews monthly financial reports to verify/ensure adherence to budget projections.

Submits cost analysis input to upper management to facilitate development of annual budget.

Develops and administers monthly reprographics services database program to create and verify charge-back costs to departments.

Utilizes graphic design software to produce brochures, forms, and other complex documents.

Designs and maintains spreadsheet to analyze and summarize equipment/supply use and monitor equipment performance.

Evaluates existing equipment capacity to meet current and future demands; investigates and analyzes equipment trends for possible future acquisition.

Compiles or monitors statistical data pertaining to department operations; analyzes data and identifies trends; summarizes data and prepares reports.

Prepares or completes various forms, reports, correspondence, purchase requisitions, billing statements, invoice payment vouchers, reprographics summary reports, price quotations, brochures, graphics, or other documents.

Receives various forms, reports, correspondence, general ledger, monthly detail reports, daily production reports, equipment maintenance logs, material safety data sheets, equipment/software user guides, policies, procedures, manuals, catalogs, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, scanner, high speed copier, offset press, digital platemaker, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, graphics design, desktop publishing, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Monitors inventory of equipment, forms, and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Communicates with supervisor, employees, volunteers, inmates, other departments, vendors, sales representatives, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains an awareness of new equipment, technologies, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles, practices, equipment, and methods associated with printing/reproduction processes, including papers, films, inks, chemicals, auxiliary equipment, and other materials.

Computerized graphics design and printing software programs.

Types and forms of printed materials commonly used by local governments.

Policies, procedures, and activities of the County and of departmental practices as they pertain to the performance of duties relating to the position; terminology, principles, and methods utilized within the department.

Principles of employee supervision and personnel management, including training and disciplining of personnel.

Principles, practices, and procedures associated with office management.

Methods associated with cost analysis and production analysis.

Computers and software programs typically used in the position; computerized data collection, retrieval, and analysis.

### **Skills to:**

Operate duplicating equipment, high speed copiers, offset press, digital platemaker, or other equipment typically used in a printing/duplicating environment.

Utilize basic office equipment.

### **Ability to:**

Plan, organize, and supervise reprographics operations/services.

Understand, interpret, explain, and apply laws, regulations, policies, procedures, and other information relating to the position.

Develop and implement operational procedures; interpret administrative direction and incorporate it into operating policies and procedures.

Supervise and lead the work of assigned staff; plan, supervise, instruct, train, and direct the work of subordinates; determine and evaluate levels of achievement and performance of subordinates.

Effectively communicate and interact (verbally and in writing) with subordinates, supervisors, department managers, the general public, outside agencies, and all other groups involved in the activities of the department; communicate effectively with people of diverse socioeconomic backgrounds and temperaments; secure cooperation and teamwork among assigned staff; demonstrate tact and diplomacy.

Recognize and respect limit of authority and responsibility.

Plan, organize, and prioritize daily assignments and work activities.

Design/create artwork and graphics materials, using computerized graphics software programs.

Proofread documentation for errors in spelling, grammar, and punctuation.

Identify and analyze problems and implement operational changes.

Make decisions, project consequences of decisions, use independent judgment, and work with little direct supervision as situations warrant.

Determine the appropriate course of action in emergency or stressful situations.

Collect and analyze data to identify trends, establish/identify needs, evaluate program effectiveness, draw logical conclusions, and make appropriate recommendations.

Handle required mathematical calculations.

Prepare budgets and narrative/statistical reports; understand and analyze expenditure reports; maintain accurate records and document actions taken.

Use computer assistance to gather and analyze data.

Maintain confidentiality of information.

### **Experience and Education/Training**

#### **Experience:**

Three (3) years of full time work experience involving printing/duplicating services, graphics design, offset press operations, budget administration, office management, supervision, and personal computer operations.

#### **Education/Training:**

Associate's degree is required with course work emphasis in Business Administration, Graphics Design, or a related field.

### **SPECIAL REQUIREMENTS**

Possession of a valid Class C California Driver's License may be required.

### **SUPPLEMENTAL INFORMATION**

Independent travel may be required.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, noise extremes, fumes, machinery, vibrations, or toxic agents.

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Director of Human Resources

**Revised Date:** June, 2002

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