

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

REPRODUCTION SERVICE SUPERVISOR I

POSITION CODE: 38201
Effective: 4-16-89

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as a full-line supervisor to a small to moderate sized staff of Reproduction Service Technicians engaged in offset shop operations; may operate the full range of shop equipment during peak periods. Positions in this class may operate various shop equipment which is characteristic of lower level classes; however, the principal function is to serve as a line supervisor, assigning work, conducting performance evaluations, adjusting grievances and other duties substantially different from that of subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs shop operations, typically involving a staff of ten or less; assigns work based on work load and job order priorities; reviews work to assure efficiency and quality products; provides training and guidance to employees regarding offset press, bindery, darkroom and plate making equipment and procedures; counsels employees regarding work performance; conducts and signs performance evaluations; adjusts grievances, recommends suspensions and imposes disciplinary action; interviews and hires job applicants.
2. Oversees offset shop production, establishing and assuring quality and quantity standards; establishes priorities and job production schedules; reviews and approves completed jobs before their issuance; maintains necessary production logs and records; prepares reports on shop production, equipment utilization and operating costs.
3. Maintains inventory controls; requisitions supplies and equipment as necessary; recommends major equipment purchases, shop staffing and budgetary needs to the immediate supervisor.
4. Contacts requesters to verify print reproduction needs and priorities; discusses problems with original document, and provides advice regarding reproduction capabilities; calculates and advises requester of estimated costs; contacts vendors for equipment repair and/or contracting of print jobs; may review bids and award contracts.

REPRODUCTION SERVICE SUPERVISOR I (Continued)

5. Operates various offset shop equipment during peak periods, including offset presses, bindery, darkroom and plate making equipment.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school, supplemented by four years of experience encompassing all areas of offset press shop operations, including press, bindery, darkroom and plate making.

Knowledges, Skills and Abilities

Requires thorough knowledge of offset press shop operations, procedures and safety practices.

Requires thorough knowledge of offset press, bindery, and darkroom equipment operations, maintenance and repair.

Requires working knowledge of math.

Requires thorough knowledge of paper stocks and weights, ink types and printing chemicals used in offset shop operations.

Requires ability to direct and coordinate the production of materials on an efficient and quality basis.

Requires ability to provide meaningful training and advice to staff to achieve efficient results.

Requires ability to complete and maintain necessary production, maintenance, cost, and employee records and reports.

Requires ability to evaluate subordinates' performance and impose disciplinary or other appropriate action as necessary.