

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

REPRODUCTION SERVICE SUPERVISOR II

POSITION CODE: 38202
Effective: 4-16-89

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as a full-line supervisor to a large staff of Reproduction Service Technician positions engaged in offset press shop operations; assigns and reviews work, conducts performance evaluations, counsels employees, adjusts grievances, and carries out other duties substantially different from that of subordinate staff; oversees a large and diverse shop operation involving a vast array of equipment and requiring skill in coordinating and managing the various units which comprise the shop.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs shop operations (typically involving a staff of more than ten) through subordinate Reproduction Service Technicians III; assigns work based on job order priorities and present work load; 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 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 of shop production, equipment utilization, operating costs, and cost per job.
3. Maintains inventory controls; requisitions supplies and equipment as necessary; reviews specifications and recommends major equipment purchases, shop staffing and budgetary needs to immediate supervisor.

REPRODUCTION SERVICE SUPERVISOR II (Continued)

4. Contacts requester to verify print production needs and priorities; discusses problems with original document and provides advice regarding reproduction capabilities; calculates and advises requester of estimated cost; contacts vendors for equipment repair and/or contracting of print jobs; may review bids and award contracts.
5. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school, supplemented by five years of experience encompassing the full range of offset press shop operations, including press, bindery, darkroom and plate making procedures; prior offset shop supervisory experience is preferred.

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

Requires working knowledge of math.

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.