

PRINTING SERVICES SUPERVISOR

I. DEFINITION

PRINTING SERVICES SUPERVISOR

This is responsible work related to the supervision of a printing/duplicating shop. Positions allocated to this classification supervise a state-of-the art printing/duplicating operation or a traditional printing/ duplicating operation, such as lithographic (offset) presses. Positions allocated to this classification: (1) supervise printing/duplicating services for a University of Wisconsin non-doctoral campus; **OR** (2) supervise a lithographic (offset) press and/or bindery operation. Work is performed under general supervision.

Representative Positions:

Printing and Design Manager, University of Wisconsin-Stevens Point: This position is responsible for managing and supervising the Printing and Design Center, which offers offset color and black and white printing, digital reprographics, bindery service, graphic design and layout, and satellite copy center services. Duties and responsibilities include developing, implementing, and directing policies and procedures related to the management and operation of the Printing and Design Center; collecting and analyzing information to evaluate existing and future capacity needs; evaluating and providing coordination and technical assistance in the acquisition and instruction of graphic design area, including evaluating software, equipment, and customer needs; managing satellite quick copy centers; developing and administering the operating budget for the quick copy centers; developing and maintaining the annual budget for the program revenue account; and providing technical assistance related to the acquisition, maintenance, and usage of reproduction equipment.

Press Department Supervisor, University of Wisconsin-Madison: This position functions as the Press Department Supervisor for Extension Duplicating Services. Duties and responsibilities include supervising the operations of a large-sized printing department, including print methods using sheet-fed and web-fed offset printing presses; inspecting jobs (worksheets, negatives, plates, originals, and instructions); supervising employees on the day shift; preparing jobs for production on the night shift; and developing and maintaining effective communications with shift staff and staff of other shifts and departments.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Printing Services Program Supervisor