II. DEFINITION

PRINTING SERVICES PROGRAM SUPERVISOR

This is responsible supervisory work related to the provision of printing/duplicating services for a University of Wisconsin doctoral campus. Positions allocated to this title definition manage and supervise daily printing/duplicating operations; develop, evaluate, and implement policies and procedures related to printing services, represent printing services on statewide study groups and to customers; develop and maintain budgetary accounts, research and assess current and emerging technologies; and recommend the purchase of capital equipment. Positions may supervise a lithographic (offset) press and bindery operation. Work is performed under general supervision.

Representative Positions:

Printing Services Manager, University of Wisconsin-Milwaukee: This position is responsible for administering and managing a full range of printing services for the campus. Duties and responsibilities include developing and implementing operational standards, policies, and procedures to provide effective management of resources and services; setting policy to correlate current expenditures to budgeted expenditures; guiding and directing the Kenilworth production shop, including printing technical support, liaison with the State Department of Administration and contract printers, art, composition, camera, printing, bindery, and shipping services; overseeing the Mitchell Hall quick copy center and facilities, including production duplicating, bindery, and self-service copiers; developing and recommending budgets; conducting annual cost studies to establish annual user fee rates; developing and updating long-range budget projections for printing services, including five-year planning of personnel, equipment, space, expenditure, and pricing needs; acting as campus resource on all matters relating to printing; serving on committees related to printing issues; and supervising staff.

II. QUALIFICATIONS

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

III. RELATED POSITION TITLES

1. Positions which do not perform Printing Services Program Supervisor duties for a majority of the time.

2. Positions which perform Printing Services Supervisor duties for a majority of the time.