

PRINTING SERVICES SUPERVISOR

1. Positions which supervise the largest and most complex printing/duplicating shops for a majority of the time and are more appropriately classified as Printing Services Program Supervisor.

II. DEFINITION

PRINTING SERVICES SUPERVISOR

This is responsible work related to the supervision of a printing/duplicating shop. Positions allocated to this title definition supervise a state-of-the art printing/duplicating operation or a traditional printing/duplicating operation, such as lithographic (offset) presses. Positions allocated to this title definition: (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.

II. QUALIFICATIONS

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

III. RELATED POSITION TITLES

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