

The University of Akron
Classification Specification

Job Title:	Supv Printing Svcs	Job Code:	42631
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;5/5/00;7/1/99

Job Summary:

Provide cost effective and quality assured printing services while adhering to production schedules and deadlines. Maintain equipment, establishes staffing schedules, and supervise daily operations of the print shop.

Essential Functions:

50%-60% Supervise all phases of pre-press, bindery, and off-set printing operations. Coordinate work activities while maintaining deadlines and due dates.

20%-30% Train staff on all equipment, while providing instruction on quality enhancement techniques and production efficiency.

10%-20% Maintain customer service and vendor relations to provide efficient, professional services.

10% Coordinate equipment maintenance and estimate potential maintenance expenses.

10% Assist in ordering departmental supplies and maintaining inventory.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 2 years experience working in a print shop. Knowledge of inventory control and bindery procedures required. Supervisory experience and the ability to provide a wide variety of printing services required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.