
Functional Title:	Copy/Printing Services Supervisor	Job Code:	0009-CS450
Classification Series:	Copy/Printing	Band/Zone:	G1
Department:	Various	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a number of administrative tasks related to supervising the copying of printed materials for the University.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Oversees operations of the Copy Center; sets priorities and goals; assists in setting policies and procedures; enforces rules and regulations.
- 2) Monitors and reviews projects; ensures quality standards and deadlines are met; ensures that any necessary changes are made.
- 3) Oversees staff; establishes schedules and assigns tasks; monitors performance; serves as informational resource to staff.
- 4) Serves as site manager of DocuTech Network Publisher and DocTech Extended Storage Customer Data Backup; sets up accounts; assigns privileges.
- 5) Consults with customers regarding cost estimates; job requests, and special projects.
- 6) Performs various administrative chores including ordering, maintaining an inventory of supplies, and maintaining cash fund for registers.

Reporting Relationships:

Direction Received: Reports to Manager, Printing and Copying Services.

Direction Given: Functional supervision to classified staff (Copy/Printing Technicians). Direct administrative supervision of a group of student employees.

Minimum Requirements:

Requires nine months of coursework or training in Business Administration beyond high school and two years copy center experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of copy center operations; knowledge of printing equipment/computer operation; supervisory skills; knowledge of applicable computer software.

Working Conditions:

Physical effort usually requires considerable walking and standing with some lifting of material weighing 25 to 50 pounds.