

# LINN COUNTY CLASSIFICATION

**TITLE: PRINTING AND SUPPLIES SUPERVISOR**

**NUMBER: 570**

**APPROVAL ORDER NUMBER: 2017-129**

**PAY RANGE: 15**

**DATE: May 23, 2017**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervise and operate the county in-plant printing shop and central stores facility. Assign work and monitor the set-up, preparation, layout, composition, presswork, processing equipment maintenance and check for safety hazards.

SUPERVISION RECEIVED: Works under the general supervision of the County Administrative Officer who provides policy and administrative direction and reviews work for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over subordinate Offset Press Operator and Purchasing Clerk; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Operate offset presses and associated equipment including plate makers, typesetting, electric collators, folders, staplers and cutters; perform complex layout, mock-up and typesetting tasks. Work with departments on design and cost effective options.
2. Compute printing, copying and supply costs; submit statements to users and insure proper accounting and payment on a monthly basis; develop the department's annual budget and control expenditures; maintain a printing and supply revolving fund; and provide options, quotes and installation.
3. Oversee the use, operation, maintenance and accounting of all county copying machines; maintain paper supply, toners, developers and various supplies for all the copiers; acquire new equipment and insure payment and maintenance of contracts and agreements.
4. Operate a central stores facility; locate and acquire special items as needed; solicit price quotations from vendors for best prices, delivery and quality; work with divisions and departments in developing supply estimates. Maintain everyday supplies.
5. Provide supervision for and operate various pieces of printing equipment. Perform maintenance and repairs as needed.
6. Perform all the duties of the Offset Press Operator and Supplies Clerk as required.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.

8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the operation, maintenance and repair requirements of an offset printing press and related equipment. Thorough knowledge of various kinds of paper, inks and chemicals used in offset duplicating work. Considerable knowledge of purchasing office supplies and procedures. Considerable knowledge of store keeping procedures and supplies. Skill in maintaining supply inventory and maintaining printing-related equipment.

Ability to supervise assigned subordinate personnel. Ability to establish and maintain effective working relationships with vendors and County employees. Ability to understand oral and written instructions and to take appropriate action. Ability to maintain accurate records and prepare summary reports.

EXPERIENCE, EDUCATION AND TRAINING: Three years of experience in a printing operation which includes exposure to operating a variety of printing related equipment and experience in design and layout. Two years of experience in a central stores operation with experience in inventory control and purchasing; graduation from a senior high school, supplemented by additional college level coursework in graphic arts, printing; or related field. An Associate Degree in graphic arts, printing; or related field is preferred, but not required; any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds.