

Code: 1585

Title: PRINTING & REPRODUCTIONS SERVICES SUPERVISOR

SUMMARY: Plans, organizes and supervises the County's Printing & Reproduction Services (PRS) division, to include in-house or contracted production of offset and digital printing services and products to County departments and agencies. It is distinguished from other management or supervisory classifications by the requirement for specialized technical knowledge of offset, digital and lithographic printing, reproduction and copying processes, equipment and materials.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, organizes and supervises the operations and services of the PRS division;
Provides technical assistance and expertise to County departments/agencies for printing, reproduction and copying services and products, to include identification of most cost-/time-effective processes;
Assigns work to staff, determines relative priorities of jobs and projects, and conducts Quality Control examinations of finished products;
Supervises, trains, and evaluates assigned staff;
Develops and monitors operating budgets, to include participation in departmental budget development;
Establishes and applies relevant pricing guides for the charge-back of printing/reproduction/copying costs to County departments/agencies;
Participates in the selection, procurement, movement, servicing and repair of printing/reproduction/copying equipment, to include computer-based systems and peripheral equipment;
Prepares Request for Proposal (RFP) for out-sourcing of printing/reproduction/copying services and products, to include defining technical requirements for inclusion in contracts;
Evaluates proposals from vendors/service providers for compliance with RFPs and makes effective recommendations to departmental staff for selection of vendors/service providers;
Evaluates goods and services provided by vendors/service providers for compliance with contracts, and initiates any needed corrective actions;
Initiates procurement processes, through County departments/agencies, for stocks of papers, supplies, equipment and related materials;
Assures proper security, maintenance and storage of papers, supplies, equipment and related materials;
Assures staff maintenance of a safe work environment by compliance with relevant laws, rules, regulations and industry practices to avoid, mitigate or control potentially hazardous conditions or exposure to hazardous materials;
Maintains currency and awareness of new developments in printing/reproduction/copying services and products, to include new/improved processes, equipment and materials.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles, techniques and materials for graphics reproduction, lithography, offset printing and copying, to include digital and computer-based applications;
- applications of computer-based resources to create and maintain documentation of division activities, creation of reports and maintenance of needed databases;
- inventory control techniques for paper and other material stocks;

- environmental hazards and required safety requirements for hazardous work environments, to include Material Safety Data Sheets (MSDS) for materials used in assigned areas and operations;;
- principles and techniques for estimating costs and charges for requested services and products;
- County policies and procedures for contracting of services and products;
- County financial reporting and accounting policies and procedures;
- Pima County Merit System Rules, Personnel Policies/Procedures and Administrative Policies;
- principles and techniques of effective employee supervision, training and evaluation;
- technical changes in reproduction/printing processes, equipment and materials.

Skill in:

- assessing reproduction/printing processes and resources and developing/implementing measures to provide timely and cost-effective services and products to County departments and agencies;
- establishing staff work priorities and assigning jobs;
- performing Quality Control review of completed reproduction jobs and projects;
- implementing needed security for sensitive or controlled-use products to prevent unauthorized release or access;
- conferring with County department/agency management staff to determine unique or special requirements for requested reproduction/printing services and products;
- developing, monitoring and administering division operating budgets;
- accounting for, and charging-back the costs for products and services to County departments/agencies, using requisite financial management processes and automated systems;
- developing RFPs and technical contract provisions;
- assessing vendor/service provider compliance with contract provisions and negotiating/initiation of corrective measures required;
- selecting appropriate papers, supplies and equipment for operations and initiating necessary procurement processes;
- coordinating the repair, replacement or movement of reproduction, printing and copying equipment with vendors or service contractors;
- assures staff maintenance of a clean, safe working environment and minimizing the exposure to, or creation of, environmental hazards;
- training, or coordinating provision of training, of assigned staff in new and changed methods, procedures and equipment;
- supervising and evaluating assigned staff.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Six years of experience in graphics reproduction or printing operations, which included operation of offset printing equipment, and two years of lead or supervisory experience (which may be concurrent with required experience).

(An Associate's degree from an accredited college, university or vocational/trade school in graphics or printing technology may be substituted for two years of the required non-supervisory experience.)

OR:

(2) Four years of experience in offset printing and reproduction with Pima County as a Trades Maintenance Specialist or Trades Maintenance Specialist-Senior and two years of lead or supervisory experience (which may be concurrent with required experience).

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial or promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

Special Notice Items: All positions are subject to high-noise levels from printing machinery and exposure to potentially harmful materials, such as inks, toners, solvents and paper dust. Required safety equipment and training will be provided.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

01/18/05(fn)
Updated 2/7/14(tb)