

# University of Houston – Clear Lake

## Position Description

Job Title: **Supervisor, Printing Services**

Job Code: **6437**

Pay Grade: **130**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED or acceptable equivalent combination of training & experience. Ability and knowledge for analysis & interpretation of procedures, policies & practices. Advanced vocational or electronic skills or basic knowledge of professional field.	Managerial/supervisory experience necessary to effectively operate a high production Print Shop and Copy Center.
Experience	Hands-on knowledge or equivalent training within an offset printing environment.	Above plus managerial skills and supervisory skills.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Assist Director, Operations in managing departmental budget. Prepares monthly reports on revenue and reconciles accounts. Prepares and updates monthly leave balance for employees. Supervises one Print Shop and one Copy Center employee. Responsible for planning and scheduling personnel and equipment effectively and efficiently to reduce bottlenecks and problems. Schedules all production operations, maintains production control records and provides, as requested, information to customers and management as to delivery dates. Makes recommendations and purchases material, equipment and outside vendor services. Maintains an adequate inventory of supplies; reorder stock as needed. Produces printing cost estimates and quotations, assists customers in determining and planning their printing needs. Monitors the progress of projects through completion and delivery of product. Responsible for developing and maintaining a quality assurance program for the Print Shop. Operates Harris press and all bindery equipment. Responsible for hiring and dismissal of production employees and initiation of disciplinary measures.**

Duties and responsibilities

% Time

Monitoring work of the Print Shop staff. Oversee the operation of the Copy Center's staff. Oversee folding of job, collating, stitching and final trim, numbering, scoring, and slitting of business cards. Perform press checks on all jobs. Sign time sheets and assist as needed. Hold monthly staff meetings. Fill out job cards and insert in schedule board. Schedule work to maintain deadlines. Meet with director and staff on a daily basis to discuss the work to be performed for that particular day/week. Sign time sheets and grant leave requests. Give performance assessments to staff. Assume responsibility of the director when absent (Print Shop and Copy Services). Reconcile Revenue Report every month. Pick up time sheets/paychecks and distribute to staff. Coordinate and perform yearly inventory for Print Shop and Copy Center. Keep spreadsheet of leave balance updated and forward to Director, Operations.	50
Operate printing press (Harris 19 x 25 inch). Strip film onto masking sheets for Harris and A.B. Dick presses, opaque pinholes, position halftones, register marks and opening up rubilith overlays for multicolor work. Expose and develop plates, as well as make-ready for Harris press. Back-up operator of A.B. Dick press.	20

Darkroom duties include use of camera (Daylight Itek 430), shoot negatives and halftones at different percentages, as well as paper plates. Maintain filing system on plates and negatives for all print jobs.	10
Maintain inventory and submit purchase request in PeopleSoft, or purchase orders with vouchers, to order supplies as needed. Check and verify all supply orders received. Notify Receiving Dock for a receiving report when orders are delivered directly to Print Shop by vendors. Contact contract vendor for maintenance on machines. Meet with customers to discuss upcoming jobs to choose paper and ink.	20

***This position description describes the general qualifications, duties and responsibilities of work being performed.***