

Summary of Duties: Directs the operation of the City's Printing Division, including litho preparation, letterpress and offset printing, bindery and related operations; estimates costs for a variety of printing jobs; recommends types of printing and binding that best fits the user's needs within budget limitations; determines and procures the resources necessary to satisfy user requirements; applies supervisory principals and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The Director of Printing Services is responsible for planning and directing the efficient and cost-effective operation of the City's Printing Division. Because the Printing Division operates on a revolving fund basis with operating departments paying for printing services, the Director of Printing Services is responsible for ensuring that prices are competitive with those of outside printing firms. An incumbent in this class reports directly to the Director of Supplies.

Incumbents in the class of Director of Printing Services, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Examples of Duties: Develops and implements work policies and safety standards for the Printing Division; plans, directs, coordinates, and supervises personally and through subordinate supervisors, the various functions of the Division including litho preparation, press, duplicating, bindery, accounting, and clerical operations to effect efficient and economical production at competitive prices; consults with representatives of City departments on proposed jobs and prepares cost estimates; makes technical suggestions in areas such as type of printing, grade of paper, color of ink, and layout; compares Printing Division costs, prices, procedures, and practices with those of private printing firms to assure efficient production and price competitiveness; determines when to use outside contractors to provide specialized orders; reviews technological developments in the printing field and introduces new procedures and equipment when advantageous; analyzes operating statements and institutes changes in procedures, number of personnel, or techniques if required; evaluates division operation based on reports, including volume of business, profit and loss, auditors' findings, comments from user departments, and cost comparisons with similar private printing firms; approves all orders for supplies and equipment for the Printing Division; signs and certifies all requisitions and demands; formulates the annual budget; makes decisions on personnel transactions; directs the keeping of records; prepares reports; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and

disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of effective printing and bindery processes, practices, and procedures as related to the economical and efficient operation of a large printing operation including the performance of litho preparation, press, duplicating, and bindery operations and the maintenance of job cost and accounting records; a good knowledge of the types, weights, and grades of printing stocks and inks and their characteristics and uses; a good knowledge of the uses and capabilities of various types of printing equipment; a good knowledge of current technological developments in the printing field; a good knowledge of City regulations regarding purchasing, accounting, and budgeting as related to operating a large printing operation on a revolving fund basis; a good knowledge of safety principles and practices; a good knowledge of supervisory principles and practices including: planning, delegating, and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluation of subordinate work performance; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principles and practices; a working knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of City personnel rules, policies and procedures.

The ability to determine the separate processes necessary to complete complex printing jobs and make estimates for material, labor, and other costs; the ability to plan, direct and coordinate Printing Division work; the ability to meet rigid deadlines; the ability to deal tactfully and effectively with City Officials, representatives of City departments and employees; the ability to maintain records and make reports; the ability to maintain a work environment to enhance both employee morale and productivity; the ability to apply supervisory principles and techniques; the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Three years of experience as a Bindery Equipment Operator II, Offset Preparator II, Printing Press Operator II, or Printing Services Superintendent for the City of Los Angeles; or three years of experience in craft supervision in a diversified printing plant, with annual sales or volume of at least \$2,500,000, supervising at least two of the following three operations (1) litho preparation, (2) letterpress and offset printing, and (3) bindery operations.

Appointment to this position is subject to a one-year probationary period as provided by Section 109 of the City Charter.

Physical Requirement: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing abilities and good eyesight to check position, color, and accuracy of proofs, copy, and finished printing work.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the positions, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.