

**Summary of Duties:** Plans, organizes, and directs the work of employees of a graphics unit engaged in providing printing, duplicating, reprographic, stationery forms supply, photocopier support and related services for the Department of Water and Power; or assigns, reviews, and evaluates the work of employees engaged in printing, duplicating, and reprographic services; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** An Industrial Graphics Supervisor either assists in or has complete responsibility for planning, organizing, and directing the operations and activities of a large-scale reproduction center, and print shop. An employee of this class coordinates services with other divisions and sections, but direct supervision of graphics service is largely delegated to subordinates. Supervision and performance is evaluated in terms of the overall efficiency and productivity of the services. The class of Industrial Graphics Supervisor is distinguished from that of Director of Printing Services in that the latter directs the operations of the Department of General Services Printing Division which includes large offset printing presses, but not reprographics.

**Distinguishing Features:**

As a bona fide supervisor, an Industrial Graphics Supervisor is 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 requests for time off.

**Examples of Duties:** An Industrial Graphics Supervisor:

- \* Directs or assists in directing the operations and activities of a group of employees engaged in providing printing, duplicating, reprographic, stationery stores forms, and related services for the Department of Water and Power;
- \* Analyzes, develops, and implements new and revised unit procedures;
- \* Analyzes and may recommend changes to department-wide policies and procedures related to graphics services, reprographics, and copier equipment;
- \* Expedites the completion of assignments by coordinating services with other divisions and sections;
- \* Consults and advises supervisors, section heads, and other employees on reproduction costs, procedures, and methods;

**Examples of Duties (Cont.):**

- \* Directs the preparation of, reviews, and approves periodic and special reports, capital
- \* and expense budgets, purchase documents, correspondence, and accounting records;

- \* Initiates and conducts cost studies on equipment, material, and unit operations;
- \* Confers with accounting employees on the costs of unit operations and the charges to be made for unit services;
- \* Directs the preparation of requests for and administers contracts with outside agencies for materials and supplies;
- \* Administers department-wide contracts for the acquisition, installation, and maintenance of photocopiers;
- \* Recommends specifications to be used in the purchase of materials and supplies;
- \* Reviews bids from vendors and makes recommendations on contract awards;
- \* Recommends the purchase of duplicating, reprographic, and printing equipment;
- \* advises subordinates on technical matters;
- \* Meets with sales representatives from vendors;
- \* May make recommendations regarding forms control;
- \* 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;
- \* May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**A good knowledge of:**

- \* Methods and procedures used in directing a large-scale operation providing reproduction, printing, and stationery Supply services for the Department of Water and Power a large department;
- \* Processes, practices, materials and techniques used in reproducing maps, plans, and other documents through the use of duplicating, reprographics, and printing ;
- \* Supply and perpetual inventory methods;
- \* Stationery form design and control;
- \* Sound supervisory principles and practices including planning, delegating, and controlling the work of subordinates;
- \* Techniques of training, instructing, and evaluating of subordinate work performance;
- \* Techniques for counseling, disciplining, and motivating subordinate personnel;
- \* Procedures for grievance handling;
- \* Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- \* Effective safety principles and practices;

**A working knowledge of:**

- \* Department of Water and Power forms and their uses;
- \* Methods of developing and installing new and improved work

- methods and procedures; **A working knowledge of (Cont.):**
- \* Photography as related to various photographic reproduction processes;
  - \* Practices and procedures in cost accounting, budgeting, and purchasing including specification preparation and evaluation of bids;
  - \* Memoranda of understanding as they apply to subordinate personnel;

**A general knowledge of:**

City personnel rules, policies and procedures;

**The ability to:**

- \* Plan, direct, and review the activities of a diversified, large-scale industrial graphics services unit;
- \* Plan and conduct cost studies on equipment, material, and operations;  
Prepare written and oral reports and recommendations clearly and concisely;
- \* Deal tactfully and effectively with section heads, supervisors, subordinates, and other employees;
- \* Establish and maintain a work environment which will enhance both employee morale and productivity;
- \* Apply sound supervisory principles and techniques;
- \* Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

**Minimum Requirements:**

Two years of experience supervising reproduction or print shop activities as a Reprographic Supervisor, Print Shop Supervisor or in a class which is at least at that level.

**Physical Requirements:** Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions in this class with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and the specific qualifications for the job.

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.