

Summary of Duties: Plans, organizes and directs the cost-effective production of printing orders utilizing typesetting, letterpress, single and multi-color offset press and bindery machinery in the Printing Services Division of the Department of General Services; assigns, reviews, and evaluates the work of employees engaged in the above work; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A Printing Services Superintendent is responsible for organizing and directing production type shop operations to achieve maximum economy, efficiency, and work quality. A Printing Services Superintendent is distinguished from the Director of Printing Services, in that the Director has overall responsibility for Printing Division operations and performs primarily administrative duties. A Printing Services Superintendent works under guidelines established by the Director of Printing Services and receives assignments in the form of work orders and oral instructions. The work of a Printing Services Superintendent is distinguished from that of subordinate working supervisors in that the Printing Services Superintendent supervises all manufacturing operations of the Division while each subordinate working supervisor is limited to directing one phase or process. A Printing Services Superintendent is distinguished from a Printing Services Supervisor in that the latter supervises the operations of a specialized printing unit.

Incumbents in the class of Printing Services Superintendent, 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: Coordinates and routes the flow of work through the Printing Division for efficient and cost-effective production while meeting established work and safety standards, priorities, and work delivery schedules; supervises, plans, and coordinates the work of personnel engaged in litho preparation, printing, duplicating, and bindery work; transmits work orders in the form of job tickets; initiates requests for supplies and equipment; assists the Director of Printing Services by receiving instruction from departments relating to their printing work and consults with them regarding style and format; marks copy for typesetting and layout; inspects impositioning and color of proofs, paste-ups, and flats and approves corrections as necessary; inspects presswork for correct positioning, proper plate impressions, and ample paper stock; compares printing with proof and original copy to assure that all corrections and changes have been made; reviews finished products for quality of printing and bindery work; supervises minor repair, cleaning, and maintenance by Printing Division personnel; and may operate printing equipment; makes recommendations regarding need for overtime or layoff in order to

maintain efficient production; approves time sheets for shop employees; makes routine decisions on personnel matters; supervises the training of printing trainees; establishes and enforces safe working practices and procedures; assists in budget formulation; directs the maintenance of files; prepares reports of material used, work accomplished, and status of work in progress; 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; substitutes for the Director of Printing Services during absences; 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 print shop including the performance of litho preparation, printing, duplicating, and bindery operations and the keeping of job costs; 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 the various types of printing equipment; a good knowledge of typesetting and paste make-up, a good knowledge of current technological developments in the printing field; a good knowledge of safety principles and practices as applied to the operation of a large printing operation; 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 equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program; 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 plan, direct, and coordinate the work of subordinate supervisors and other Printing Services employees; the ability to prepare personnel, operating, and cost reports with recommendations; the ability to formulate printing processes for the efficient and cost-effective production and delivery of high quality printed materials; the ability to determine the necessity and cost-effective use of outside contractors; and the ability to deal tactfully and effectively with City Officials, representatives of City departments, employees, and vendors; 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.

Four years of full-time paid experience as journey-level offset preparator and compositor, printing press operator or bindery equipment operator is required for Printing Services Superintendent.

Physical Requirements: Strength to perform average lifting of up to 15 pounds and occasionally over 25 pounds and frequent walking and standing; and good eyesight to check position, color, and accuracy of proofs, copy, and finished printing or bindery work.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of the position in this class. Such determination must be made on an individual basis in light of the person's limitations, 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.