

STATE OF NEBRASKA CLASS SPECIFICATION
PRINTING AND MAIL SERVICES MANAGER

EST: 11/93 - REV: 1/11
CLASS CODE: G86512

DESCRIPTION: Under limited supervision, plans, organizes, directs and controls the large scale printing, copy, and mailing operations within Administrative Services. This position has responsibility for Print Shop and Copy/Mail Service operations including planning, allocating resources, production, personnel and equipment. Operations are managed through four or more subordinate supervisors, who are responsible for areas including graphics, photo lab, press room, finishing, mail room, and copy services; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

The Print Shop Manager class is the second in the two level supervisory/managerial print shop series (Supervisor, Manager). The Print Shop Manager class is a single position located within Administrative Services. The Print Shop Manager class is distinguished from the Print Shop Supervisor class by responsibility for the entire print shop mail room, and copy services operations with a greater scope that extends beyond shift responsibilities, while the Print Shop Supervisor class is only responsible for a shift or group of employees.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Processes incoming work orders, distributing jobs to proper sections and assigning jobs to proper machines for most economical and efficient production; this includes forwarding jobs to Correctional Industries, UNL Print Shop or to Purchasing to be bid out.

Guide and assist agencies in writing specifications for printed material to be bid out through State Purchasing and verify that jobs printed by private vendors were completed according to specifications.

Schedules work with area shop supervisors in the printing operation and monitors progress to see that production schedules and quality standards are met and to see that user agency needs are served within the capabilities of the print shop facilities.

Oversees mail room and copy service operations such as mail routes, mail processing center for incoming/outgoing mail, copier fleets, and in-house copy centers.

Schedules work of copy services operation with the Copy Service supervisor to expedite rush jobs, solve scheduling problems and facilitate routine production.

Prepares and proposes options for resolving operational, administrative and management concerns and for enhancing internal effectiveness and efficiency; assists with development of and is responsible for outcomes of strategic goals.

Calculates maintenance and repair cost projections for biennium budget; assists with calculation of budget and rates, monitors departments budget, revenue and expenses.

Approves and oversees proper maintenance of equipment. Approves all orders for paper, supplies, parts and repairs.

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Coordinates with others to develop information as a basis for the replacement of equipment and substantiate a purchase recommendation to the Division Administrator.

Assures that all necessary statistical data on print shop operations are compiled for cost analysis purposes.

Attends seminars and conferences that will develop further understanding and knowledge of a total service program.

Establishes training programs for Print Shop and Mail Room and Copy Services employees.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: operating principles and capabilities of printing equipment; functions of each area of a printing operation including the graphics section (typesetting and artwork), the photo lab (photographs and platemaking), press room, and finish work; supervisory principles.

Ability to: communicate with agency representatives and managers, employees, and vendors; schedule workload to avoid peaks and valleys in production; prioritize workload and print orders; troubleshoot problems; manage projects and initiatives; establish quality standards and evaluate each phase of printing jobs; manage a staff of highly skilled employees in diverse print shop areas through subordinate supervisors.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Two years of training **AND** two years experience in printing operations in several of the technical printing areas and utilizing equipment such as printing presses, copiers, binders, cutters, collators, sorters, inserters and mail machines **AND** experience supervising others; experience can substitute for training on a year for year basis.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine overtime eligibility status as required by the Fair Labor Standards Act (FLSA).