

Click one of these links to see the Job Description for that class:

<a href="#">Printing Services Technician I</a>
<a href="#">Printing Services Technician II</a>
<a href="#">Printing Services Supervisor</a>
<a href="#">Printing Services Manager</a>

## Printing Services

**M86231 – G86234**

### DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Printing Services series perform technical and/or supervisory duties in a printing and copying services center. This class series has four levels where work assignments range from basic or complex printing and bindery work to administrative responsibilities. The combination of supervision received, complexity of job assignments, supervisory responsibilities, and decision-making determine the classification level of the position in this classification series.

### Printing Services Technician I

**M86231**

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

This is the first classification level of the Printing Services class series. Under general supervision, positions at this level are assigned to independently operate a wide variety of printing, reproduction, duplicating machinery, and related printing and office equipment. Positions at this level are assigned standard to intermediate difficulty printing and bindery operations; unclear problems are resolved by a higher classification.

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.)

Sets up, adjusts, and operates various digital and conventional printing, reproduction, and duplicating machines and programs, and related printing and office equipment.

Assists customers with printing and copying requisitions, and operation of duplicating and scanning equipment.

Performs quality control review of printing and copying requisitions for readability and accuracy.

Performs routine maintenance of printing, reproduction, and duplicating machines and related printing and office equipment.

Moves heavy boxes and stacks of paper from place to place.

May operate a forklift, pallet jack, or related equipment.

Assists higher level positions in the performance of a wide variety of printing, bindery, and duplicating services.

Operates a variety of printing machines that include offset presses, envelope presses and web press.

Operates a variety of bindery equipment that includes stitchers, cutter, multi station collators, hole punchers, folders, multi station inserters, meters, digital mail machines, shrink wrap machines, spiral binding equipment, padding equipment.

Transports, processes, and sorts mail and or supplies. Makes deliveries as needed.

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

Ability to: learn the operation, adjustments, and maintenance procedures of printing, duplicating, mail, and bindery equipment; learn standard operating procedures of each machine as prescribed by manufacturer; learn USPS regulations, rates and mail standards; lift, move and transport supplies and mail; understand and follow instructions; and establish and maintain effective working relationships with customers and other employees.

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

Two years of relevant experience.

[Return to Specification List](#)

## **Printing Services Technician II**

**M86232**

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

This is the second level of the Printing Services class series. Positions at this level operate a wide variety of digital and conventional printing, reproduction, mail inserters, bindery and duplicating machinery and related printing and office equipment. The work performed on a regular basis requires a high level of skill and involves both batch and specialized production of various materials. Positions at this level are able to resolve complicated production issues and perform administrative and/or lead worker responsibilities.

[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.)

Sets up, adjusts, and operates various digital and conventional printing, reproduction, and duplicating machines, and photo direct cameras, and related printing, equipment, and prepress equipment.

Performs quality control review of printing and copying requisitions for readability and accuracy.

Performs routine maintenance of and minor repairs on printing, reproduction, and duplicating machines and related printing and office equipment.

Move heavy boxes and stacks of paper from place to place.

Operate a forklift, pallet jack, or related equipment.

Performs a wide variety of printing, reproduction, duplicating, copying, mailing and prepress work and services.

Orders and stores/maintains supplies and paper for work area and/or print shop.

Completes work forms and logs; maintains electronic databases and hard copy files of supplies, orders, and products created and/or reproduced.

Trains and guides lower level workers in operation of equipment and business processes and in work techniques and standards.

May lead a team of printing technicians or division of the print shop or copy services.

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

Knowledge of: principles of offset printing, duplicating and finishing work; electronic data processing; computer design; mail operations and platemaking; various types of paper, inks, chemicals and applications used in printing and/or mail operations; business practices, and departmental policies and procedures; US postal service regulations, types of mailings, rates and mail standards.

Ability to: understand the standard operating procedures of various machines as prescribed by the manufacturer; maintain equipment and make routine repairs and adjustments; plan and coordinate work and train co-workers in the operation and maintenance of equipment; operate a motor vehicle; lift, move, and transport supplies and or mail.

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

Three years of relative experience.

[Return to Specification List](#)

## **Printing Services Supervisor**

**V86233**

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

This is the third level in the Printing Services series. The Printing Services Supervisor serves as a working supervisor over a team or shift and is responsible for the full range of operations of assigned to the team or shift, including the quality and output of work. Duties also include responsibility to coordinate the print shop services, which includes consultation with agencies, preparing cost estimates, scheduling jobs, and resolving issues with agencies, other supervisors, or management. Positions in this classification have administrative work in directing and coordinating large-scale printing, copying and or mail jobs. This position will fill in the absence of the Printing Services Manager.

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.

Participates in supervisory functions such as hiring/terminating, assigning/recommending disciplinary actions, training staff, providing regular performance feedback and performance evaluations, and is responsible for work quality and output of those supervised.

Performs highly complex digital and conventional printing, reproduction, duplicating, and prepress works; operates a variety of printing, reproduction, duplicating, and prepress equipment and programs.

Meets with and offers advice to other agency staff and external customers on graphic and forms design layout, ink/paper selections for forms, publications, and newsletters and production time estimates, answers questions about printing activities and job planning.

Determines due dates for each production phase of printing, reproduction, duplicating, prepress, and graphic orders, and recommends equipment and/or programs best suited to complete each job order successfully and economically.

Coordinates activities and assigned jobs utilizing other agency/vendor printing, reproduction, duplicating, mailing, prepress, or graphic capabilities; contacts other print shops and determines the logistics/costs of printing jobs assigned to them; writes specifications, instructions, and coordinates jobs with external vendors for specialty or overflow work.

Monitors progress and workflow and checks products for quality, requests changes in work schedules and provides input into supervisory actions/decisions to ensure effective and timely work operations.

Calculates cost estimates for jobs based on information and/or samples provided by the customer and based on cost of materials, time, and complexity.

Prepares statistical/administrative and other special reports, and job schedules to provide guidance to production supervisors or agency management of the end-user/customer.

Contacts agency representatives or print shop supervisors to ensure instructions and specifications on requisitions are understandable; confirms job requisitions have complete information needed for each phase of the job; writes additional information as needed.

Receives incoming paper and supplies and verifies accuracy of delivery (items and quantities received versus that ordered); operates pallet jacks, forklifts, and other moving equipment as needed.

Conducts/checks monthly paper and supply inventory count and keeps records of items received and accepted (or returned) and used; notes stock items that may be low and informs the appropriate staff of the situation.

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

Knowledge of: principles and practices of management and supervision; departmental policy and procedure; all functions of production printing, copying and or mail processes and associated activities, including materials, equipment, methods, and procedures; U.S. Postal Service regulations; types of mailing, rates and mail standards; procurement procedures; and budget processes.

Ability to: operate complex printing and mail equipment and train others in their use; performs and direct minor repairs and maintenance of various equipment including offset presses, bindery and or mail equipment and related machinery; plan, assign, and coordinate the work of assigned staff in printing, copying and mail operations; establish and maintain effective working relationships with staff and other employees.

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

Four years of related experience AND experience leading or supervising others.

[Return to Specification List](#)

## Printing Services Manager

**G86234**

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

The Printing Services Manager class is the fourth level and is a single position located within Administrative Services. The Printing Services Manager class is distinguished from the Printing Services Supervisor class by responsibility for the entire print shop, mailroom, and copy services operations.

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.)

Oversees mailroom 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.

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), pressroom, 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 accommodation in the selection process should request this in advance.)

Five years of training/experience in printing operations AND experience supervising others.

SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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

Some positions may require possession and maintenance of a valid vehicle operator's license.

Some positions may require experience with industry specific or desktop publishing software necessary for the prepress process.

Established: 07/2021

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date