Salary Grade 30

Summary Information:

Classification Title: Supervisor, Print Shop Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name				
500	Print Shop	Provide duplicating and related services.		
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.		
037	Expenditure Authorization	Review various documents (e.g., purchase orders, work orders, travel requests, etc.) for fund availability and/or proper documentation. Authorize documents for subsequent processing.		
020	Reception Services	Receive and assist all persons who come into the office.		
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.		
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.		
504	Forms Design	Design and compile forms, brochures, etc.		
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.		
072	Maintain Time Records	Maintain time records for employees supervised. Reconcile time reports with recorded employee absences. Verify information and submit to payroll for processing.		
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.		
613	Self Development	Attend workshops, seminars and/or conferences to sharpen job- related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.		
999	Assigned Duties	Perform other duties as assigned.		

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or

Vocational training (720 hours) with four years related

experience; or

High School Diploma or equivalent with five years related

experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision is typically part-time with respect to instructing,

assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing

methods for performing work activity.

Effective Date: 07/01/2003

Skill Identification

	Ŧ	Not
Managerial/Supervisory Skills	Important	Important
Developing Multi-year Strategic and/or Operational Plans		
Developing Annual Budgets		
Policy Development		
Controlling Expenses		
Coordinating Resources		
Decision making		
Delegation		
Individual/group leadership		
Interpersonal (working with groups)		
Knowledge of Business/organizational systems		
Negotiating and/or persuading others to take action		
Promoting safety		
Supervising, coaching and developing employees		

Office Skills	Important	Not Important
Checking grammar/punctuation		
• Filing		
Perceiving detail in checking information/forms		
Reading comprehension (high school level)		
Operating word processing software		
Operating a computer terminal for data entry		
Operating automated spreadsheet software		
Scheduling appointments and/or travel		
Taking and distributing messages		
Taking dictation and meeting minutes		
General mathematical - adding, subtracting, multiplying, etc.		

		Not
Professional and Technical Skills	Important	Important
Accounting/finance		
Advanced math - algebra, statistics, geometry		
Architecture		
Bookkeeping		
Computer operations		
Computer programming		
Contract interpretation		
Craft skills (electrical, etc.)		
Drawing-figures/drafting		
Engineering		
Graphic arts		
Landscaping		
Good Judgment		
Work standards		

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•	Integrity		

Skill Identification (cont.)

Communication Skills	Important	Not Important
 Oral communicationexchanging or expressing ideas by means of the spoken word Presentationstransmitting information in a formal setting Foreign communicationusing a language other than English to communicate in writing or orally Written communicationpreparation of manuscripts, speeches, detailed plans, letters, policies, etc. Editing written documents for content Reading comprehension - understanding technical or scientific blueprints and charts Public speaking 		

	Physical Demands	Important	Not Important
	1 hysical Demands	important	important
•	Balancing - maintaining body equilibrium to prevent falling when		
	walking, standing, or crouching		
•	Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder		
•	Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms		
•	Color - Match or discriminate colors		
•	Fingering - picking, pinching, or other-wise working with the fingers		
	primarily (rather than with the whole hand or arm as in handling)		
•	Feeling - perceiving such attributes of objects and materials as size,		
	shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips		
•	Handling - seizing, holding, grasping, turning, or otherwise working with		
ľ	the hand or hands (fingering not involved)		
•	Hearing - perceiving the nature of sounds by the ear or receiving detailed		
	information through oral communication, or making fine distinctions in		
	sound		
•	Lifting - raising or lowering an object from one level to another (includes		
	upward pulling)		
•	Pulling - exerting force upon an object so that the object moves toward		
	the force (includes jerking)		
•	Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)		
•	Reaching - extending the hands and arms in any direction		
•	Seeing - obtaining impressions through the eyes of shape, size, distance,		
	motion, color, or other characteristics of objects or people		
•	Sitting – placing your body in a chair, bending at the waist, with your		
	knees bent and back straight		