# **Leon County Public Schools Classification Specification**

Salary Grade 29

**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.

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## **Leon County Public Schools Classification Specification**

#### **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 <u>part-time</u> 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</u> <u>or no</u> responsibility for controlling costs and enhancing methods

for performing work activity.

Effective Date: 07/01/2003