

## **SUPERVISING OFFSET DUPLICATING MACHINE OPERATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the supervision of tasks involving offset printing, duplication work on a high speed copier, bending of reports and the making of signs for various County facilities. Work may involve minor repairs to equipment. The work is carried out in accordance with established procedures, and is performed under the general direction of the Printing Supervisor or offset printer. An incumbent directs the activities associated with the Print Shop. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans and schedules the work of the Print Shop, based on priorities and due dates;  
Analyzes work orders and requests to ensure that printing, duplicating and other work is accomplished in an efficient and economical manner;  
Informs subordinates of departmental policies and directives;  
Makes recommendations to superior regarding any changes required in the operation of the duplicating center;  
Maintains records of purchase supplies, equipment, use of overtime and duplication of copywrited publications;  
Supervises, and takes part in, setting up work projects;  
Performs minor repairs to equipment and assumes responsibility for other tasks assigned to duplicating center;  
Ensures that all work is accomplished within respective time frames;  
Records and submits personnel hours for all work on a timely basis.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of practices governing the operation of offset printing machines and related equipment, as well as, the set-up and making of interior signs; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to operate and maintain offset printing machines, including minor repair and adjustment to equipment; ability to comprehend and relay written and verbal orders; ability to supervise and lay out the work of others; ability to get along with others; initiative.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** one (1) year of experience in the operation of an offset printing machine, or similar work; **OR**
- (B) Three (3) years of experience in the operation of an offset printing machine, or similar work; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

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page two

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.