

PRINT SHOP FOREPERSON

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility for assisting in the operations and management of a print shop. Duties include supervision of production floor staff in offset press printing, photocopy, inkjet printer, and bindery operations. This position calls for independent decision making on assigned projects and the addition of supervisory responsibilities. The incumbent works under the general supervision of a Print Shop Supervisor. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Operates automated bindery machine and supervises staff in the bindery, including scheduling work assignments and providing quality control; Supervises and operates, when necessary, offset printing operations to ensure completion of jobs on time; Assists the Print Shop Supervisor in maintaining physical inventory, and preparing orders for purchasing; Assists in the supervision of the printing/copying department personnel; Performs minor maintenance and repairs on equipment; Coordinates with the Print Shop Supervisor in preparation of schedule of order; May prepare a variety of records and reports related to the work; Responsible for the preparation and completion of bulk mailings for the USPS, including counting, packaging, and requisite paperwork.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation and maintenance of offset printing and related equipment, printing tools, techniques, and terminology; Good knowledge of printing inks, papers and other materials; Good knowledge of the tools, terminology and uses of equipment used in preparation of printed materials; Good knowledge of the composition and layout of printing work; Good knowledge of the operation and maintenance of automated bindery equipment; Ability to make adjustments and repairs to duplicating and related equipment; Ability to plan and supervise the work of others; Ability to follow oral and written directions; Ability to get along with others; Manual dexterity; Accuracy.

MINIMUM QUALIFICATIONS:

A. Graduation from high school or possession of a high school equivalency diploma, AND four years' experience in the operation of offset printing presses, high-speed copiers, and related bindery equipment.

Adopted 6/3/08

Revised: 8/15/23
competitive