

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Print Shop Supervisor	<u>CLASS NUMBER:</u> 30604	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N14	<u>POSITION CONTROL #:</u> 020019
<u>POSITION LOCATION:</u> 1700 Morse Rd, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:00 AM – 4:00 PM. Varies during election cycles	<u>SUPERVISOR (PCN):</u> Assistant Director, Operations (020012)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Press Operator (020020, 020021) Printing Technician (020022) Office Manager 1 (020025) Production Coordinator (020024)		

CLASSIFICATION PURPOSE:

The primary purpose of the Print Shop Supervisor classification is to manage print shop facilities and activities including providing custom design, forms, and printed materials. Hire, supervise, train, and develop staff. Assist the Director in establishing the operating budget. Develop operating policies for the Print Shop and oversee staff compliance with established office policies and directives. Ensure print materials are being printed and delivered according to applicable rules, regulations, and best practices. Develop and manage business and technology planning for the unit and ensure that strategic planning aligns with the mission, vision, and values of the Purchasing Department.

JOB DUTIES:

Supervise all phases of Print Shop operations and personnel (e.g., process printing jobs on equipment, plan work assignments, conduct production audits for accuracy, and train Print Shop staff). Oversee pre-press duties to include typesetting, halftones and plate making. Assure that the Print Shop work areas and equipment are safe and clean. Responsible for closing and securing equipment after work hours. Develop standard operating procedures and ensure staff are cross trained for operational needs. Develop, manage, and track metrics appropriate for the Print Shop to ensure high-level unit operations. Responsible for the management and coordination of sensitive and critical production including election ballots and court printing.

Plan, coordinate, dispatch, and supervise production orders for various departments and agencies. Coordinate staff and project schedules to ensure printing materials are delivered timely and accurately. Provide information to department heads and staff. Make suggestions on formatting and production to department heads or agency staff. Estimate job costs (e.g., based on paper finish, weight, quantity, production process, artwork, composition, presswork, bindery operations, and special features). Prepare specifications, order supplies, and maintain master filing system for all printed county forms. Assist the department with budget projects and make recommendations. Responsible for and oversees Forms Management program. Function as a skilled operator. Operate print shop equipment as needed. Oversees clerical and technical assignments (e.g., maintaining production records and files, maintaining employee time and progress records). Submits requisitions and approve vendor invoices; Perform some preventative maintenance on printing equipment. Perform all tasks related to supervision of a team, including but not limited to participating in interviews, hiring, and onboarding activities, conducting performance evaluations, approving timesheets and PTO requests, implementing corrective actions related to performance, identifying professional development goals, and providing coaching. Provide leadership, direction, and mentorship to staff. Promote a culture of accountability, innovation, and continuous improvement within the organization. Support professional development initiatives and training programs to enhance team capabilities and competencies. Responsible for other administrative tasks that require independent judgment.

Develop and manage an annual business operations plan. Identify goals and forecast resource needs to ensure modern operations of the Print Shop/Graphic Arts program. Collaborate with agency leadership to ensure county goals and values are reflected in policies, processes, and activities. Identify and implement sustainable practices.

Attend and conduct staff meetings, maintain membership in and engage with professional organizations, and evaluate service offerings to align with modern practices and stakeholder needs.

Maintain regular and predictable attendance. This position requires regular and consistent on-site attendance. These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; inventory control; supervision; safety practices; public relations; agency policy and procedures. Skill in word processing, spreadsheet, and email functions equipment operation. Ability to understand mechanical systems and related procedures; calculate fractions, decimals and percentages; proofread technical materials, recognize errors and make corrections; gather, collate and classify information about data, people or things; establish friendly atmosphere as supervisor of work unit. Handle sensitive inquiries from and contacts with officials and the general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with some vocational and/or technical training with three (3) years of printing or related experience.

Additional Requirements:

Design experience and/or experience using design/graphics and/or print ordering and billing software is preferred. Print industry certification, such as the Certified Graphic Communications Manager (CGCM) from IPMA is highly preferred.

Supervisory Responsibilities:

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. Hours may vary during election cycles.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date