

SUPERVISOR - PRESS/BINDERY *

Function of Job:

Under broad supervision of designated supervisor, coordinate printing production, supervise press/bindery staff, and operate equipment as necessary.

Characteristic Duties and Responsibilities:

1. Coordinate production in the press/bindery area.
2. Hire, supervise, evaluate, and train press/bindery staff.
3. Operate equipment, as needed, recommend equipment upgrades, and coordinate equipment repairs.
4. Ensure quality control of materials produced.
5. In conjunction with Prepress Supervisor, coordinate production schedule.
6. Attend production meetings for printing services management.
7. Oversee paper stock purchasing and storage and maintain paper inventory control.
8. Coordinate printing delivery services.
9. Produce and maintain records and reports as required.
10. Assure cross-training of assigned personnel for substitution in other press/bindery work, as needed.
11. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation, and five years of experience in a similar printing operation, including two years of supervisory experience.
2. Proven skills in operating press and bindery equipment.
3. Excellent communication and organizational skills, with ability to work well with others.
4. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
5. Must be able to wear and use appropriate personal protective equipment as necessary.

5/15/01
System Approval

5/15/01
Effective Date

* Revised - original approved 2/20/71 as "Supervisor - Bindery and Press Room" and revised 4/16/82 and 10/20/86 as "Coordinator - Press/Bindery Operations" and revised 5/13/93 as "Supervisor – Press/Bindery".

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position