

PRINT SHOP MANAGER III

DESCRIPTION OF WORK

This is administrative work in managing the Print Shop at North Carolina State University. Employee manages the operations to provide printing, duplicating, and bindery services to the University, state agencies, and other universities. Work involves contact with university officials, agency officials, and other state institution employees concerning their printing orders and costs. Employee is responsible for the purchase and maintenance of equipment and supplies and for maintaining adequate financial and inventory control records. Work requires the employee to review and establish prices to cover the cost of operating the printing services for the University. Work is performed under the general supervision of an administrative official in the Business office and is reviewed through financial reports and through the efficiency and effectiveness of the operation.

EXAMPLES OF DUTIES PERFORMED

Directs planning and scheduling of workflow into and through the Print Shop.
 Confers with University and State Agency personnel regarding their printing needs; assists them in design, format and layout of forms, reports, brochures and manuals.
 Determines supplies and materials required in production of printed matter.
 Contacts commercial printers regarding special printing orders.
 Establishes quality standards in the various reproduction processes to maintain quality and to meet production deadlines.
 Is responsible for procurement and maintenance of all printing equipment.
 Supervises the preparation of all financial statements and other reports reflecting the operation of the Print Shop.
 Confers with University officials concerning policies governing the operation.
 Maintains effective working relationships with University, State and subordinate personnel.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of the principles, methods, processes and equipment used in printing and duplicating.
 Thorough knowledge of paper stock, inks, and other supplies and materials used in printing work.
 Broad knowledge of personnel management and accounting practices and procedures.
 Ability to plan, assign and direct the work of subordinate employees.
 Ability to maintain adequate accounting and inventory control records and to prepare various operational and fiscal reports.
 Ability to establish and maintain effective working relationships with faculty members, administrative officials and subordinate employees.

Minimum Education and Experience

Graduation from high school and ten years of experience in printing and five of which must be in a management capacity or an equivalent combination of education and experience.

PREPARED BY
 OFFICE OF STATE PERSONNEL

Effective: November 1972