

Wright State University
CLASSIFIED JOB SPECIFICATION
Printing Specialist/Paper Plus Supervisor

I. JOB INFORMATION

Job Title: Printing Specialist/Paper Plus Supervisor (CS 04)

Job Class: 31412 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under general direction and in accordance with detailed operating instructions, produces materials on high speed digital printing equipment, oversees the distribution of university forms and supervises student employees.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Operates high-speed duplicating machines, schedules jobs for completion, and oversees paper plus system.
- Coordinates the workflow in the reproduction systems area.
- Maintains the connectivity of the reproduction system to the university network through management of the Digipath system to allow PC's and Macs to use high speed digital equipment in Printing Services as a printer.
- Ensures customer satisfaction by consulting with users on use of the system.
- Oversees Paper Plus inventory. Distributes ordered materials via the on-line Printing Services web page.
- Supervises student employees in the distribution of Paper Plus items and use of the Reality inventory control computer system.
- Maintains inventory of papers and supplies for the duplicating area.
- Maintains records and performs clerical duties when necessary.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience. Previous supervisory experience. Ability to train employees. Thorough knowledge of high speed reproduction equipment and inventory control. Excellent customer service skills. Strong interpersonal skills. Ability to calculate basic math.

V. WORKING CONDITIONS

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

None

VIII. JOB SERIES

31410

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.