

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Central Duplicating Manager

Class Code: 21083

Pay Grade: GH

A. Purpose:

Supervises and manages the operation of a central printing or duplicating office by planning, staffing, budgeting, directing, and evaluating the services provided by the facility.

B. Distinguishing Feature:

The Central Duplicating Manager supervises professional and technical staff and is involved in staffing, procuring equipment, budgeting, planning, coordinating, and other management functions.

Reproduction Services Supervisors supervise technical staff and directs specific operating procedures ensuring the timeliness and quality of completed jobs that are assigned.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Supervises subordinate staff to ensure that the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
2. Computes job costs and provides a current schedule of charges to customers to ensure the continuing self-supporting status of the facility and to prevent misunderstandings with customers concerning billings.
3. Requisitions equipment and supplies to ensure that the facility has adequate resources to complete assignments.
4. Evaluates duplicating and painting procedures, recommending adjustments or implementing new procedures to ensure that the processes used are as efficient and effective as possible.
5. Prepares the annual budget to ensure that money is available for those items requiring funding.
6. Provides advice to customers concerning print costs, formats available, and the time required to do the job to inform the customers of available services, costs, and limitations.
7. Interviews, selects, trains, supervises and evaluates professional and technical staff to ensure an adequately-sized staff that is functioning effectively.
8. Performs other work as assigned.

D. Reporting Relationships:

The incumbent supervises professional and technical staff.

E. Challenges and Problems:

Challenges include ensuring that all deadlines are met when emergency orders are approved or mechanical trouble delays the work process and maintaining quality because quality products are critical to the ongoing patronage of the facility.

F. Decision-making Authority:

Decisions include prioritizing the work load in order to complete assignments in a timely manner, equipment needs, the needs for supplies, work assignments, employee selection and evaluation, proper procedures to be used, the need for outside contracting, the budget, and the scheduling of changes.

Decisions referred include approving equipment purchases, supply requisitions, and personnel matters.

G. Contact with Others:

Daily contact with customers requesting work to be done and monthly contact with outside printers to obtain their services and purchasing personnel for equipment and supply requisitions.

H. Working Conditions:

Works in a typical office environment half the time, and on the shop floor the other half. While on the floor, the incumbent is exposed to toxic chemicals, high noise levels, paper dust, and the hazards of using large printing machinery.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the management principles and the equipment used in the production and reproduction of graphic communication materials;
- job costing;
- scheduling;
- effective methods of supervision;
- equipment maintenance and supplies needed.

Ability to:

- operate various printing or duplicating machines and devices;
- plan, organize, and direct workflow;
- meet deadlines;
- maintain quality;
- supervise;
- communicate information clearly and concisely.