

## ASSISTANT MANAGER, PRINTING SERVICES

Job Code	Pay Grade
18858	150

### Nature of Work

This is highly responsible supervisory work with extensive administrative and management responsibility assisting the Manager of Printing Services in directing all activities necessary for the effective operation of the Printing Services department, Office of the Clerk of the Circuit Court. Work involves operational planning, designing and directing subordinate supervisory personnel and employees engaged in the performance of technical activities. At this level, an exempt employee must have extensive specialized knowledge of printing, duplicating, bindery and mail services equipment. Independent judgment and initiative is required to maintain the efficient production of this department. The incumbent reports to the Manager of Printing Services and the Assistant Director or Director of Operational Services Division.

### Minimum Qualification Requirements

- Associate's degree or completion of 2 years technical program plus 2 years experience in the operation, repair, and maintenance of printing, graphics, and mail room equipment that includes 1 year lead worker, supervisor or supervisory training; or
- An equivalent combination of education, training, and/or experience.

### Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### Illustrative Tasks (These are examples and are not all inclusive.)

- Assists in planning, assigning and reviewing the work of subordinate supervisory, technical and clerical employees engaged in the performance of complex procedures relating to the Printing and Mail Services Department.
- Assists in planning, designing and directing procedures necessary for implementation of laws, rules, and regulations governing printing and mail services functions.
- Assists in the administration of Personnel Rules and Regulations including performance reviews and standards and internal policies and procedures.
- Assists in the design and preparation of reports, programs and correspondence including budget preparation and training.
- Assists in the formulation of special projects as directed by the Manager of Printing Services and the Assistant Director or Director of Operational Services Division.
- Supervises the operation of a variety of printing, copying and bindery equipment used in printing services and mail room equipment used in mail services, and makes machine adjustments and repairs when required.
- Assists in keeping records of supplies, work performed, and establishes priorities of work orders for the most economical use of equipment and manpower.
- Assists in reviewing completed work for adherence to quality standards.
- Performs related work as assigned or required.

### Knowledge, Skills, and Abilities

- Knowledge of processing methods and equipment used in printing and mail services.
- Knowledge of the principles and maintenance needs in electrically operated printing, duplicating and mail room equipment.

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### Knowledge, Skills, and Abilities (continued)

- Knowledge of the qualities, grades and uses of paper, card stocks and inks.
- Knowledge of stock keeping methods.
- Skill in the operation and repair of duplicating, printing, bindery and mail room equipment.
- Ability to apply computer applications and software.
- Ability to plan, organize and supervise the work of technical and clerical personnel.
- Ability to estimate operating needs and to maintain a rigid production schedule.

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Revised	EEOC Code	Overtime Code
3/09	Officials & Managers	Exempt