



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

---

**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>REPROGRAPHICS SUPERVISOR</b>	<b>31</b>	<b>H</b>	<b>9.705</b>

Under general supervision, Reprographics Supervisors assign work, direct production operations, develop production standards and procedures, and schedule and monitor printing and reproduction work to ensure production schedules meet customer needs; monitor status of jobs in progress; respond to inquiries from clients; and adjust schedules in response to production requirements.

Assist clients in planning jobs and provide cost estimates of time and materials; consult with clients and provide assistance regarding the layout of projects and suitable materials and methods; estimate time required to complete projects; determine the cost of supplies and materials and prepare quotes.

Monitor quality of jobs to ensure compliance with printing specifications; monitor the efficiency of work procedures by reviewing jobs in progress; suggest different methods or techniques; and conserve materials and supplies.

Assist in section planning and development of the section budget; estimate number and types of projects and requirements for personnel, materials and supplies; evaluate and recommend new types of equipment.

Supervise printing and reprographics personnel including Offset Press Operators, Offset Machine Operators, Photographic Laboratory Technicians and others as assigned; hire and train staff, assign and review work, and complete performance evaluations.

Participate in offset printing and reprographic activities as required; operate process cameras; strip negatives, make plates, and assist with production activities.

Perform related duties as assigned.

\*\*\*\*\*

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of experience which included responsibilities for producing multi-color work on a variety of offset duplicating machines and offset presses, photographing copy, stripping negatives, and platemaking; **OR** an equivalent combination of education and experience.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** methods, materials, and equipment used in offset printing, offset duplicating, and bindery work; process camera work and platemaking; maintenance requirements of offset printing, offset duplicating, platemaking, and bindery equipment. **Ability to:** produce quality process work and/or multi-color work on a variety of offset presses and offset duplicating machines; organize production operations to optimize efficiency; plan and schedule a large volume and variety of jobs and estimate cost and completion times; establish and maintain cooperative working relationships with co-workers, agency staff, and vendors; read and understand equipment manuals, printing copy, and specifications.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** State administrative regulations, policies and procedures pertaining to purchasing; supervisory principles and procedures. **Ability to:** establish long and short term goals for the reprographics section; analyze and evaluate section policies and procedures in order to implement necessary changes; and formulate and monitor the section budget.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.705

- ESTABLISHED: 1/1/61
- REVISED: 12/19/85-12
- REVISED: 7/1/89P
- 9/27/88PC
- REVISED: 7/1/91P
- 11/29/90PC
- REVISED: 3/19/04PC