

CLASSIFICATION SPECIFICATION

Copy Operations Supervisor

FT/PT Class Code: 4071, 4571 Pay Grade: B/C 06 FLSA: Non-Exempt Rev. 07/01/08

SUMMARY STATEMENT: An incumbent is responsible for supervision, coordination and daily operations of the copy centers at both the Stanton and Wilmington Campuses.

NATURE AND SCOPE:

An incumbent in this class reports to an administrative superior and supervises subordinates in the production of copy work for all departments. A significant aspect of this work is coordinating the work flow, assigning subordinates, and inspecting and evaluating their work.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Coordinates the daily operations of the copy centers for the Stanton and Wilmington Campuses. Assigns, supervises, and inspects work.
2. Trains, supervises, and evaluates subordinate staff. Develops work schedules and arranges for backups and replacements.
3. Operates copy machine and a variety of finishing equipment.
4. Manages production of special projects for Marketing, Industrial Training, Public Relations, Instruction and administration.
5. Takes monthly inventory of supplies; originates orders for needed supplies.
6. Sends and receives FAX messages.
7. Operates copy machine and any auxiliary equipment.
8. Completes regular reports for machine and supply usage, and equipment maintenance. Reviews work logs.
9. Oversees reproduction, binding, and delivery of the annual College budget.
10. Performs other related duties as required.
11. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of operating photocopier machine and related equipment.
- ◇ Knowledge of copyright reservation laws.
- ◇ Knowledge of scheduling, training, supervising, and evaluating subordinates.
- ◇ Ability to coordinate job tasks and organize work flow.
- ◇ Ability to effectively communicate both orally and in writing.
- ◇ Ability to diagnose and repair minor equipment problems.
- ◇ Ability to operate and make adjustment/repairs to photocopier machines and related equipment.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED and two (2) years of relevant experience; or other equivalent combination of education and experience.