

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ASSISTANT OFFSET SHOP SUPERVISOR

Class Code: 1060

Job Family: Visual/Printed Communications

Classification: Support Staff

Terms of Employment: Pay Grade 54 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, organizes the work flow and maintains records on materials used in the operation of the offset reproduction unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Organizes and distributes incoming work requests according to priority.
2. Supervises journeyman and sub-journeyman level personnel.
3. Distributes printed materials for cutting, perforating, collating, stapling, padding, and other operations required to obtain finished product.
4. Follows up on work orders to assure completion on specified due dates.
5. Advises schools and departments on layout of material and best method to obtain desired results for specific purposes.
6. Maintains records on incoming and completed work requests.
7. Maintains records of personnel vacation, sick leave, compensatory time and/or overtime.
8. Assumes the responsibilities of the shop supervisor when necessary.
9. Operates offset presses and/or finishing operation equipment when required.
10. Conforms to safety standards prescribed.
11. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves organization and control of work flow and maintenance of records of the offset reproduction unit.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of work of reproduction shop.
2. Knowledge of offset machine operation.
3. Ability to develop, learn, and apply procedures.
4. Ability to work under pressure and meet deadlines.
5. Ability to interpret and follow written and oral instructions.
6. Ability to relate well with administrators, employees, and the public.
7. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (e.g., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Five (5) years experience in operation and care of offset presses and related equipment.

Licenses and Certifications:
None Specified

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (e.g., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities-schools and administrative offices/departments.

WORK ENVIRONMENT:

Strength: Medium - exert force 20 to 50 lbs. occasionally, 10-25 lbs. frequently, up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES TO PERFORM TASKS:

Offset press, process camera, film processor, computers, printers, scanners, collator, paper cutter, laminator, telephones, calculators, copy machines, fax machines, various hand tools, cleaning solvents, telephones, filing cabinets/equipment etc.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.