

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: ASSISTANT OFFSET SHOP SUPERVISOR

**Class Code: 1060
Grade: 54**

CLASS DEFINITION AND SUMMARY:

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

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Organizes and distributes incoming work requests according to priority.

Supervises journeyman and sub-journeyman level personnel.

Distributes printed materials for cutting, perforating, collating, stapling, padding, and other operations required to obtain finished product.

Follows up on work orders to assure completion on specified due dates.

Advises schools and departments on layout of material and best method to obtain desired results for specific purposes.

Maintains records on incoming and completed work requests.

Maintains records of personnel vacation, sick leave, compensatory time and/or overtime.

Assumes the responsibilities of the shop supervisor when necessary.

Operates offset presses and/or finishing operation equipment when required.

Conforms to safety standards prescribed.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of work of reproduction shop.

Knowledge of offset machine operation.

Ability to develop, learn, and apply procedures.

Ability to work under pressure and meet deadlines.

Ability to interpret and follow written and oral instructions.

Ability to relate well with administrators, employees, and the public.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).

Five (5) years experience in operation and care of offset presses and related equipment.

LICENSES AND CERTIFICATES:

None.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., 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.

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, fingering, 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.

EXAMPLES OF EQUIPMENT/SUPPLIES USED 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.

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. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

06/01/89

Revised: (08/05/91; 07/15/05)