**Definition of Class**
This is a supervisory position in which the incumbent oversees pre-press operations, and coordinates computer operations within the Printing Services. Incumbent interacts with customers and provides supervisory level solutions for hardware and software to supported departments and assigns tasks as required in all phases of pre-press operations. Incumbent assumes duties for Supervisor of Graphic Designers and for the Customer Service Manager during their absence. Incumbent reports to the Director, Publishing Center.

**Examples of Work Performed**
Communicates with customers regarding projected work and work in progress.

Inspects final products. Provides feedback to subordinates. Provides price estimates as requested.

Evaluates present systems; recommends new hardware and software purchases and upgrades.

Reviews workload, determines levels of complexity, prioritizes and schedules bases on subordinates’ skill levels and abilities. Communicated guidance to supervisor of graphic designers.

Oversees scanning of original documents and graphics, computer hardware and software programs to produce color digital proofs and separations, and maintenance of data storage media and picture archives.

Evaluates incoming image setting file for correct trap, content, and printability.

Assists with the installation of various software packages on PC’s within Printing Services and Publications departments; assists with customizing computer systems to meet user requirements and increase user productivity.

Provide assistance to workforce within printing Services and Publications as needed.

 Recommends and oversees creation of computer programs for supported departments; provides maintenance assistance for PC’s; upgrades hardware and software applications

Assist in determining department policies and procedures and assumes responsibilities of Director in his absence.

Performs similar or related duties as required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Determines clients’ needs. Provides overall guidance regarding design, layout, typeset, scan, placement, and color.

2. Supervises personnel performing pre-press operational functions; allocates workload by matching incoming job orders to skill levels of subordinates.

3. Oversees the production of four color separations and trapping solutions on printing files.

4. Recommends equipment purchases for upgrades and new technology.
Assumes responsibilities of Customer Service Manager, Design Supervisor, or Director in his/her absence.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

- **Vision:** Requirements of this job include close vision and color vision.

- **Speaking/ Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand, walk, sit, stoop, kneel, crouch or crawl, and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Graduation from a standard four-year high school or equivalent (GED).

  AND

- **Experience:** Six (6) years of experience related to the above described duties. One (1) year must involve supervision.

  OR

- **Education:** Bachelor's degree from an accredited four-year college or university in Computer Science, Management Information Systems, Graphic Arts, Printing Technology, or related field.

  AND

- **Experience:** Two (2) years experience related to the above described duties. One (1) year must involve supervision.

- **Substitution Statement:** Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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