**Definition of Class**
This is a supervisory position in which the incumbent has the responsibility of operating and overseeing the printing, plate making and bindery operations to ensure quality. This position will organize and prioritize daily workflow in all of these areas. Incumbent reports to the Director of Printing and Creative Services.

**Examples of Work Performed**
Supervises, coordinates and participates in the daily operations of printing, plate making and bindery.

- Prioritizes and supervises jobs for the copy and bindery area.
- Ensures and schedules quality printing on a computerized high volume copy machine.
- Ensures that binding of materials are done correctly and meets quality control standards.
- Arranges maintenance by contacting service technicians for numerous copiers.
- Evaluates and recommends the purchase of new equipment.
- Orders supplies for the printing and bindery area; maintains inventory.
- Determines work schedules and trains staff; processes leave time and time sheets.
- Serves as a backup for the Delivery Clerk.
- Performs similar or related duties as assigned or 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. Supervises, coordinates and participates in the operations for printing, plate making and binding.
2. Orders and maintains equipment, inventory, and supplies.
3. Prioritize jobs and ensures quality control in the copy and bindery areas.
4. Determines work schedules and trains staff.

**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 50 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 frequently required to talk and hear; stand; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch or bend; and taste or smell.

**Experience/Educational Requirements:**

- **Education:**
  High School Diploma or equivalent (GED).

  AND

- **Experience:**
  Three (3) years of experience related to the above described duties.

- **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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