Supervisor, Duplicating Production

Job Code 00007079

General Description
Responsible for management of the daily operation of Duplicating Services.

Examples of Duties
Invoice departments by pricing job requests and totaling charges by account numbers.
Process both IDT and cash receipts and deliver to General Accounting for deposit.
Maintain database of Duplicating request forms by logging orders in and out when completed.
Process monthly reports using totals from database.
Quote price estimates and completion time of Duplicating orders.
Supervise production of work flow and contact customer on completed order.
Operate duplicating machines and related equipment as needed.
Inventory supplies and process purchase orders as needed using CUFS and GSC.
Approve delivery.
Fill supply orders for customer pickup and process receipts.
Process inventories of supplies and equipment for property management and auditor’s office.
Evaluate employees’ job performance.
Approve leave forms and time sheet of employees.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: copying and printing supplies; paper stock sizes and weights, and supplies needed to keep machines operating; University policy and procedures.

Skill in: working as team member, motivating output and interacting with a variety of clients.

Ability to: understand request forms, Docutech library manuals, invoices and delivery sheets; process purchase orders and receipts; perform basic math.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements