

Assistant Offset Shop Supervisor

Position Details

Class Code: 1060

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, organizes workflow and maintains material use records in operating the offset reproduction unit.

Essential Duties and Responsibilities

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

1. Organizes, prioritizes, and distributes incoming work requests.
2. Supervises journeyman and sub-journeyman level personnel.
3. Distributes printed materials for cutting, perforating, collating, stapling, padding, and other tasks.
4. Follows-up on work orders to ensure completion by specified due dates.
5. Advises schools/departments of materials layouts and best methods for obtaining desired results.
6. Maintains records on incoming and completed work requests.
7. Maintains records of personnel vacation use, sick leave, compensatory time, and overtime.
8. Assumes shop supervisor's responsibilities, when necessary.
9. Operates offset presses and finishing equipment, when required.
10. Conforms to safety standards, as prescribed.
11. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Organizes/controls workflow and records of the offset reproduction unit.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of reproduction shop work.
 2. Knowledge of offset machine operations.
 3. Ability to develop, learn, and apply procedures.
 4. Ability to work under pressure and meet deadlines.
 5. Ability to interpret and follow written/verbal instructions.
 6. Ability to relate well with administrators, employees, and the public.
 7. Ability to recognize/report hazards and apply safe work methods.
 8. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Five (5) years' experience operating/caring for offset presses and related equipment.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
3. 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 of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

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

Examples of Equipment/Supplies Used to Perform Tasks

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/31/23
- Created: 08/05/91