

Market Range Detail - Reprographic Supervisor

Effective Date

May 26, 2010

Market Range Title Description

This is a single incumbent market range title responsible for supervising and directing the daily operations of the Graphics Communications Division of the Materials Management Department which provides County departments with printing, copying, and lithographic services and the coordination of outside printing contracts. Work is accomplished through a subordinate staff of Reprographics Technicians and support staff responsible for providing printing services. Supervisory responsibilities include developing performance plans, monitoring and evaluating performance, coaching/counseling staff, interviewing and hiring new staff, training staff, and determining work priorities. Other responsibilities include: developing, recommending, and implementing division processes, business plans and budgets; developing strategies to attain goals in the strategic plan and providing quarterly status reports; evaluating customer service and product quality and implementing new strategies to improve service delivery; monitoring division budget; recommending new software and equipment purchases; consulting with County departments on planning current and future printing requirements; resolving customer service problems and issues; administering Countywide copier contract and printing and copying contracts; researching new technologies and business practices in graphics equipment; evaluating business costs and recommending ways to improve quality and reduce costs. This position reports to the Chief Procurement Officer.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.03	\$29.34	\$35.65

Likely Minimum Qualifications

- Four years of experience in reprographics.
- Previous lead and/or supervisory experience preferred.
- Other combinations of education and/or experience may be substituted for the minimum qualifications.

Working Titles

- Reprographics Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.