



Job Code: 0029
FLSA: NE
Unit: PCEA
Revised: 11/7/88

CENTRAL SERVICES SUPERVISOR

DEFINITION

Under the general direction of the Assistant City Manager, to be responsible for the supervision of the centralized functions of reprographics, word processing, stores, and mail processing; personally performs responsible reprographic and purchasing duties; performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Assistant City Manager. Exercises supervisory responsibilities over assigned employees.

TYPICAL DUTIES

1. Supervises subordinate personnel to include: scheduling and assigning tasks, setting priorities, training, reviewing and evaluating work; makes recommendations on personnel actions; enforces rules and regulations.
2. Supervises centralized reprographic and mail functions to include assuring work is performed in a timely and correct fashion, coordinating activities with other City departments; performing reprographic tasks of varying levels of difficulty using a variety of reprographic equipment.
3. Supervises central stores to include purchasing and maintaining required inventories of paper good supplies and equipment; locating vendors/supplies; as necessary preparing bid documents, conducts bidding.
4. Supervises central word processing function to include assuring work is performed in a correct and timely fashion, coordinating function with operating departments.

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5. Prepares and administers annual budget for areas of assigned responsibility.
6. Prepares reports and maintains a variety of records associated with assigned responsibilities.
7. Ensures assigned equipment is properly maintained.
8. Advises Assistant City Manager on the proper operation of assigned areas of responsibility.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices, and methods of duplicating and mailroom operations and equipment.
2. Basic computer systems.
3. Records management.
4. Supervisory techniques, including planning, scheduling, directing and training.

Skill to:

1. Effectively supervise and direct the work of others.
2. Work independently.
3. Maintain accurate records.
4. Learn and understand purchasing policies and procedures.
5. Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education:

High School graduation or GED equivalent.

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Experience:

1. One year of responsible reproduction and mailroom experience.
2. One year of increasing responsibility in purchasing materials, supplies and equipment.
3. Two years experience in a supervisory capacity.

License:

Valid California driver's license.

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