



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Printing Manager
Job Code: 099

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a printing services facility.

Typical Tasks

Reviews requests for printing and makes recommendations regarding the most economical and efficient method to get the desired results.

Establishes printing standards, specifications, and manages controls.

Assists in selecting copy machine contracts.

Works with departments on final selection of copiers.

Conducts marketing and public relations activities to promote printing services.

Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at
Comp@mail.UCF.edu
or call (407) 823-2771

UCF Human Resources website:
<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Assistant Printing Manager
Job Code: 102

Overtime Pay: Ineligible

Primary Responsibility

This is work assisting in the management of a printing services facility.

Typical Tasks

Reviews requests for printing and makes recommendations regarding the most economical and efficient method to get the desired results.
Insures the adherence to printing standards, specifications, and manages controls.
May assist in selecting copy machine contracts.
May work with departments on final selection of copiers.
May conduct marketing and public relations activities to promote printing services.
May supervise printing services employees.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Printer
Job Code: 100

Overtime Pay: Eligible

Primary Responsibility

This is work operating an offset printing press.

Typical Tasks

Operates press, regulates ink balance, mixes ink, and inks press.
Determines cost estimates for print orders.
Maintains accurate register, alignment, ink, and water balance.
Determines ink viscosity for print speeds.

Minimum Qualifications

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Printing Supervisor
Job Code: 101

Overtime Pay: Eligible

Primary Responsibility

This is work supervising printing services employees.

Typical Tasks

Oversees the work of printing services employees.
Assigns tasks to printing services employees.
Insures tasks are completed thoroughly and in a timely manner.
Delegates routine and special assignments to printing services employees.

Minimum Qualifications

A high school diploma and three years of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.

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