



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: OFFICE SERVICES SUPERVISOR**

**DEFINITION:** Under direction, supervises and coordinates the reprographic and mail room function; participates in the daily activities of the Reprographics section.

**REPORTS TO:** Purchasing Agent

**EXAMPLES OF DUTIES:**

- Consults with and advises departments on layout, size, color, paper stock, type, and method of reproduction from material to be published;
- Estimates cost and completion time for requested work;
- Orders and maintains adequate supply of stock, other supplies and equipment;
- Schedules jobs and establishes priorities and deadlines;
- Trains, assigns, evaluates, and assists in the selection of subordinates;
- Analyzes and resolves or assists in solving work problems;
- Supervises the preparation and maintenance of cost records and billing charges for all sections;
- Prepares budgetary, statistical and equipment analysis reports;
- Arranges for contract services;
- Observes and enforces safety regulations;
- Recommends selection of equipment;
- Operates reprographics equipment as necessary;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Three or more years of increasingly responsible experience in reprographic operations with specific knowledge of offset printing press operations;  
Ability to supervise personnel, plan and organize work effectively, research budget data, and communicate effectively both orally and in writing;  
A valid motor vehicle operator license.

**HISTORY:**

Established 02/14/79; Title changed from Reprographics Supervisor - 09/15/76 -  
Revised: 02/15/83, 05/10/88.

Approval/Adoption Dates: 05/10/88 - Human Resources Department  
06/15/88 - Civil Service Commission