

FOREMAN I-PUBLICATION SERVICES

DEFINITION:

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- Operation of printing and related equipment.
- Applicable laws, codes, rules and regulations.
- Operation of a computer and assigned software.
- Principles of training and providing work direction.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping and report preparation techniques.
- Technical aspects of field of specialty.

Ability to:

- Oversee and participate in a variety of technical activities involved in the production of printed materials and related graphic arts to meet organizational needs.
- Coordinate operations and communications between personnel and outside agencies to assure smooth and efficient printing activities.
- Serve as a technical resource to personnel concerning departmental procedures.
- Learn department and program objectives and goals.
- Train and provide work direction to assigned personnel.
- Operate specialized equipment, a computer and assi.4 (a)ed.nC /C2_/(g p)-5.3e-2.1 (d)n pd ocationsberdoottc1.2

Previously Revised: 06/2017