



JOB SPECIFICATION

Code 11050

Grade GS 49

DOCUMENT CENTER SUPERVISOR

General Purpose

Under direction, provide customers with cost effective document reproduction and mailroom services, and supervise the document center operations and staff.

Typical Duties

Evaluate printing needs, procurement options, and necessary purchases and determine the most cost-effective method of purchase for the document center. Involves: Conduct cost analysis of large equipment purchases, formal bid process, necessity of budget increases or transfer, impact upon quality and timeliness, evaluate final inventory of purchases. Decisions as to whether to outsource work order. Work with customers and vendors on analysis of form functionality. Provide recommendations, direction and guidance on all new forms and existing forms on a regular basis.

Manage document center. Includes: Inventory analysis and maintenance, preparation of income, expenditures and budget projections, routing of journal entries, requisitions and invoices to appropriate personnel. Log maintenance and development of year-end reports.

Read, review, prioritize and schedule production of work orders, provide customers with estimates. Involves: Estimating printing costs, analysis of inventory needed for production. Develop document reproduction scheduling and identification of completion date.

Process and route work orders. Involves: Assuring that final accounting data is entered into computer system, process invoices for payment, maintain filing system and keep records and reports. Involves: Oversight of data entry of invoices and updating of filing system daily. Records management and report preparation.

Oversees and participate in picking up, sorting and delivering mail between City departments and the U.S. Post Office. Involves: Deliver materials and supplies and verify inventory as needed. Address, stuff and stamp envelopes and packages. Assist with filing. Maintain inventory. Collect and deliver cash, checks, payroll checks and money orders between various departments and assigned banks. Pick up and deliver confidential and sensitive documents for department. Pick up and deliver sensitive evidence used by the Police Department and forward to federal agencies using appropriate class of mail. Perform emergency mail runs and deliveries as required.

Supervise assigned staff. Involves: Schedule, assign, instruct, guide and check work. Appraise employee performance. Provide for training and development; enforce personnel rules and regulations, and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.



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Knowledge, Skills, and Abilities

- Application of considerable knowledge of equipment operations and maintenance, such as photocopy machine, high volume copiers, paper drill, press, cutting, stitcher and folding machines.
- Application of considerable knowledge of forms, documents and document systems.
- Application of considerable knowledge of general office procedures and practices.
- Application of good knowledge and care of office and postage equipment.
- Application of good knowledge of procurement and materials planning practices, automated purchasing and inventory control systems.
- Application of good knowledge of the location of City departments and City mail routes.
- Application of good knowledge of business English, spelling and arithmetic.
- Application of good knowledge of price and cost analyses.
- Application of good knowledge of supervisory techniques, and pertinent federal, state and local labor and safety rules and regulations.
- Interpretation of oral and written instructions.
- Establish and maintain effective working relationships with coworkers, customers, subordinates and vendors.
- Safe operation and care of tools and equipment.
- Keep records and prepare reports.
- Work under pressure to meet deadlines.

Other Job Characteristics

- Lift and carry boxes, equipment and materials weighing up to 40 pounds.
- Exposure to noise, heat and potential physical harm from machinery operation.
- Occasional driving thru City traffic.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and three (3) years experience with high volume printing and copying equipment that included one (1) year of mailroom experience.

Licenses and Certificates: Valid Texas Class "C" driver's license or equivalent issued by another state.