

**INDUSTRIAL GRAPHICS SUPERVISOR (1490)
TASK LIST - 2025**

1. Directs or assists in directing the operations and activities of a group of employees engaged in providing printing, duplicating, reprographic, and related services for the Department of Water and Power, and advises subordinates on technical matters.
2. Analyzes, develops, and implements new and revised shop unit procedures in order to make recommendations or changes to department-wide policies and procedures related to graphics services, reprographics, and copier equipment.
3. Expedites the completion of assignments by coordinating services with other divisions and sections in order to meet time sensitive deadlines.
4. Consults and advises supervisors, section heads, and other employees on reproduction costs, procedures, and methods in order to expedite the completion of assignments.
5. Initiates and conducts cost studies on equipment, material, and unit operations in order to direct the preparation of capital and expense budgets, purchase documents, correspondence, and accounting records, and reviews, and approves periodic and special reports.
6. Confers with accounting employees on the costs of unit operations and the charges to be made for unit services in order to direct the preparation of requests for and administers contracts with outside agencies for materials and supplies.
7. Recommends specifications to be used in the purchase of materials and supplies in order to meet the printing needs of the department while maintaining financial efficiencies.
8. Meets with contractors and sales representatives from vendors and reviews vendors bids in order to make recommendations on contract awards.
9. Recommends the purchase of duplicating, reproduction, and printing equipment; and sign shop equipment in order to efficiently meet the printing demands of the department.
10. Communicates information to employees and applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates in order to assist employees in preparing for promotion as described in the City's Equal Employment Opportunity (EEO) Program.

11. Develops and provides project, cost, and job estimates for customers requesting printing, reprographic, and sign shop services and/or for management when requested in order to identify the most economical and/or cost efficient methods.
12. Occasionally assigned to other duties for training purposes or to meet technological changes or emergencies.