

AgriLife Classification Description

Last Updated: 10/20/11

3506
BINDERY DEPARTMENT SUPERVISOR
11/01/01

SUMMARY

General Description: Plans, schedules, and supervises bindery department activities.

DUTIES

Typical: Exercises independent judgment in assigning work, completing jobs, and maintaining equipment; plans binding, folding, and shipping operations; schedules priorities and work of Bindery Operators, cutters, folder operators, and Printing Assistants; supervises maintenance of bookbinding and associated equipment; estimates time for jobs; maintains records of binding jobs in progress and completed; supervises bundling of bound publications for delivery; establishes and maintains communications with other Printing Center departments; operates cutters, binders, and folders when required; performs related duties as required.

SUPERVISION

Received: General instruction and occasional review from administrative supervisor.

Given: Detailed initial instruction and periodic review to Bindery Department personnel.

EDUCATION AND EXPERIENCE

Required: High school graduation supplemented by vocational training in printing or any equivalent combination of training and experience. Four years as journeyman binder or folder operator.

Preferred: Associate degree in printing. Two years as a supervisor of bindery operations.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.

Preferred: None.

EQUIPMENT

Typical: Use of binder, cutter, paper folder, stapling machines, repair and maintenance tools, punch equipment, perforator, and collator.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: None.