

# AgriLife Classification Description

Last Updated: 4/17/02

3519  
COPY CENTER SUPERVISOR  
11/01/01

## *SUMMARY*

**General Description:** Responsible for personnel, equipment, inventory, cost control, product quality, and customer relations in a copy center.

## *DUTIES*

**Typical:** Schedules, trains, and supervises all personnel assigned to the copy center; assures that customer needs regarding product quality and service are met; may develop and implement a marketing/advertising program to increase business; plans and supervises the equipment maintenance program, the inventory control system, and the work sequences to achieve maximum efficiency; maintains accurate records of interdepartmental billings, cash receipts, inventory, and equipment purchases, rentals, and maintenance contracts; conducts initial surveys to determine equipment and operational needs for the center; answers customer questions and resolves complaints; performs related duties as required.

## *SUPERVISION*

**Received:** General instruction and periodic review from administrative superior.

**Given:** Detailed initial instruction and frequent review to employees assigned to Copy Center.

## *EDUCATION*

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Vocational training in operation and maintenance of printing equipment.

## *EXPERIENCE*

**Required:** Three years in use and maintenance of printing equipment and some experience in fiscal recordkeeping.

**Preferred:** Some experience in supervising others.