



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHs

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Assistant Print Shop Manager
Division: Communications
Location: Springfield, Illinois
Classification: Union – IFT/Teamsters
Salary: Commensurate with experience

Overview: The Assistant Print Shop Manager assists the Print Shop Manager in all facets of the State Treasurer's Office print and duplication services. Attendance, attention to detail and ability to meet tight deadlines are essential functions of this position.

Duties and Responsibilities:

- Oversee, plan, and direct the activities of the print shop.
- Prepare cost estimates and project what materials are needed for projects
- Determine the kind, amount, and location of equipment, requisitioning supplies, repairing and replacing parts.
- Recommend the purchase of equipment and ways to achieve efficiency.
- Help decide the daily production schedule of the Treasurer's Office printing services
- Maintain adequate financial and inventory control records.
- Coordinate with graphic artists and other Communications staff to plan and prepare jobs for print production.
- Obtain pricing and information regarding paper and printing supplies from vendors
- Monitor incoming jobs and follow up with other employees, both verbally and via e-mail, to ensure that office printing needs are met.
- Preparation and development of the annual budget.
- Monitor the budget to ensure compliance with allowed expenditures.
- Follow standards for quality assurance and product quality established by the Print Shop Manager.
- Guide and advise Communications staff on print related matters.
- Clean, lubricate and maintain all Print Shop equipment. This includes replacing cutter blades, collator parts, etc.

Specific Skills:

- Knowledge of digital production press operation.
- Experience interacting with graphic designers to help negotiate print layout and settings needed for production.
- Familiarity with commonly used paper and envelope weights, sizes, finishes, and textures.
- Ability to set up and operate all equipment in the print shop.
- Knowledge of graphic design software and other common computer applications as applied to printing, including the ability to edit documents, prepare simple layout and designs, and configure digital files for print.

Education and Work Experience: Bachelor's degree in vocational/technical education or any other related field; four (4) or more years of field experience in performing all of the operations including but not limited to wide format printing, sign making, digital printing, cutting, folding, and binding; experience working in a full-service print shop; OR any equivalent combination of education and experience that provides the required knowledge, skills and abilities to carry out the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to

Chief Operating Officer @ HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States.

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