

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Duplicating Center Supervisor  
GRADE: 9  
REPORTS TO: Facility Operations/Technical Services Director

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**POSITION SUMMARY:** This is an at-will, non-partisan position. The Duplicating Center Supervisor administers a diversified in-house printing and mailing facility serving all State Representatives and House support staff. The Supervisor utilizes equipment and establishes procedures to facilitate the most efficient operation and services possible, including recommendations on staffing needs.

**PRINCIPAL ACCOUNTABILITIES:** The Duplicating Center Supervisor oversees the daily production and assumes the responsibility for all activities in the Duplicating Center.

Maintains and monitors all files (PC Data Base System, general office files) to ensure accurate and timely processing for each job request.

Consults with publication coordinators and support staff concerning specifications of job requests and compliance with House Policies.

Provides reports and maintains correspondence to various inquiries and other office-related duties.

Requisition of supplies and equipment, and approves time cards, with the approval of the Facility Operations/Technical Services Director.

Implements the necessary training for all equipment operation and preventive maintenance including repairs.

Maintains knowledge and skill to operate equipment.

This individual is responsible for other duties as assigned.

Adhere and enforce the requirements of the House Safety Policy adopted from the Michigan Department of Labor, Occupational Safety Standard Rules and Regulations.

**JOB QUALIFICATIONS:** Associates degree, and/or equivalent position related experience.