

CITY OF HAMILTON

CITY MANAGER'S DEPARTMENT
(CITY CLERK'S DIVISION - LOCATION - 71 MAIN ST. W.)

ASSISTANT SUPERVISOR, PRINTING & MAILING (CUPE LOCAL 1041)

SUMMARY OF DUTIES

Reporting to the Supervisor, Printing & Mailing, assist with the supervision and co-ordination of the Print & Mail Section.

GENERAL DUTIES:

Work directly with couriers and mail staff to assist in the movement of all City of Hamilton mail.

Assign, as needed, additional projects that are directly linked to the mail and print process.

Extract data from the mail machine for monthly mail budgeting and costing. Assist Supervisor with billings and costings.

Take monthly readings from equipment and forward data for financial processing.

Create and administer mail cards used for departments mail processing.

Brief couriers and mail staff on all deliveries as required.

Monitor daily print and mail activities to insure safe and constant work flow.

Responsible for the reproduction and completion of a variety of print requests.

Operate and maintain high speed copiers and program all print jobs.

Operate a variety of mail equipment such as folder, stapler, punching equipment and cutting machine.

Responsible to reproduce private and confidential documents such as Council and Committee Agendas and Purchasing Tenders.

Process bills and forward to Supervisor for entry.

Prepare information and forward paper orders for entry to the Supervisor.

Maintain a record of the maintenance program on both Xerox Machines and all other print related equipment.

Maintain an inventory checklist of all envelopes, letterhead and other printed material.

Meet paper deliveries. Put away all paper that is shipped to the print facility.

Act as liaison between the City and copier companies on service related print issues.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS:

1. Previous knowledge and experience in printing and related industries involving production and manufacturing of printed communications products normally acquired by the completion of a Post-Secondary Diploma in Graphic Design or a graphics related discipline and/or a combination of education and relevant work experience.
2. Working knowledge of copying and Press related machinery.
3. Must have extensive technical knowledge with the ability to diagnose print machinery problems.
4. Current knowledge of Canada Post mailing operations.
5. Thorough knowledge of computer operation systems and technology. Working knowledge of Microsoft Office XP (Microsoft Outlook, Word, Excel and database software).
6. Thorough understanding and knowledge of working with PC's and the flow of printing through networks.
7. Good interpersonal skills.
8. Good communication skills to deal effectively with all levels of staff, elected officials and the public.
9. Must be able to work independently on projects and co-ordinate activities with other City staff to promote smooth and efficient communications and information flow.
10. Must possess good organizational and time management skills.
11. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.