

**MARYLAND GENERAL ASSEMBLY  
DEPARTMENT OF LEGISLATIVE SERVICES  
Office of the Executive Director  
Legislative Document Management – Print Shop**

**RECRUITMENT NOTICE**

**Position:** Print Shop Operations Manager (Legislative Manager I)

**Salary Range:** \$53,100 - \$91,200, depending on experience and qualifications

**Principal duties and responsibilities:**

- Planning, coordinating and supervising the work of Office Supervisors and Print Shop staff
- Correctly interpreting and applying or overseeing the application of agency policies, rules and regulations to accomplish the work of the unit
- Overseeing printing production and related activities, including the recycling program
- Evaluating efficiency of operations and developing and making recommendations to standards and workflow procedures and the use of new technology, where appropriate
- Ensuring quality and customer satisfaction
- Establishing work priorities and deadlines to meet agency requirements and agency objectives; anticipating peak production orders during the legislative session
- Preparing a budget and establishing goals to operate within that budget
- Ensuring proper and safe use of equipment and maintenance schedules
- Oversight of all employee safety issues as directed by MOSHA and through ongoing informational exchange with the shop's designated Safety Officer
- Performing other related duties

**Qualifications:**

- Bachelor's degree from an accredited college or university
- Five years of experience in operations management. One year of this experience must have been involved with one or more of the following: the supervision of other employees, overseeing and coordinating the general operations of a production unit, applying rules and regulations, or exercising responsibility for the development of policies or procedures.
- Knowledge of printing and reproduction standards, graphics and design programs, and general computer skills
- Ability to exercise judgment and discretion in adhering to, applying and interpreting departmental policies, laws, rules, regulations and procedures in an impartial manner
- Ability to establish and maintain harmonious and effective working relationships with legislators and legislative staff in a fast-paced, deadline-driven environment
- Ability to communicate effectively, both oral and written
- Availability for extended work hours as required to meet legislative deadlines throughout the 90-day legislative session, or at other periods as needed.

**Send your resume and letter of interest by October 7, 2016, to:**

**Department of Legislative Services, Human Resources**

**90 State Circle, Room 311**

**Annapolis, Maryland 21401-1991**

**Fax: 410 946-5140 or 301 970-5140**

**e-mail: [jobs@mlis.state.md.us](mailto:jobs@mlis.state.md.us), Website: <http://mgaleg.maryland.gov>**

**Code 12/16 SW (Required on all Resumes)**

*The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation or legislative policy.*

September 15, 2016