

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**MICROFILM SHOP SUPERVISOR**

**I. DEFINITION**

This is responsible supervisory microfilm shop work. Positions allocated to this class are responsible for supervising all of the activities of the microfilm shop at either the Department of Administration or the State Historical Society. These shops provide a full range of microfilm services utilizing a variety of routine and complex pieces of microfilm equipment. Work is performed independently with supervision limited to a review of production results and service provided.

Examples of Work Performed:

- Effectively recommends the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees.
- Schedules, assigns and inspects production activities of the shop.
- Reviews and analyzes reports of subordinates.
- Determines and orders parts and supplies needed.
- Keeps inventory control records.
- Functions as liaison with the users as to the capabilities of the shop and the needs of the user.
- Prepares shop budget.
- Keeps records and makes reports.

**II. QUALIFICATIONS**

Required Knowledge, Skills and Abilities:

- Thorough knowledge of microfilming principles, terminology, processes and production methods.
- Ability to plan, assign and review the work of several employees.
- Ability to plan and recommend budgetary adjustments so as to meet all aspects of the department's production objectives.
- Ability to coordinate the functions of the unit and provide technical assistance pertinent to the successful operation of the agency.
- Ability to direct and control the work of subordinate employees.

Training and Experience:

Graduation from high school or equivalent and five (5) years of microfilm shop experience; or an equivalent combination of training and experience.