



TITLE: Print Services Supervisor

POSITION INVENTORY: C41

DEPARTMENT: Print Services

FLSA STATUS: Exempt

REPORTS TO: Director of Technology Operations

FT/PT: Full Time

RECEIVES GUIDANCE FROM: Director of Technology Operations

BASIC FUNCTION: Manage daily operations of printing services department which provides complete printing services to district employees and outside customers. Responsible for developing and implementing a budget and generating revenue to offset the cost of managing the print shop and for purchasing, monitoring supplies and equipment, and complying with inventory guidelines set by the District. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the printing services department.

ESSENTIAL FUNCTIONS:

1. Responsible for developing and implementing a budget and generating revenue to offset the cost of managing the print shop
2. Responsible for implementing a long range Managed Print Solution for the district.
3. Supervises the shipping process of completed jobs and performs the duties of technicians assigned to department as needed.
4. Schedules and assigns work to printing services employees.
5. Estimates supply and labor costs, tracks jobs for progress and quality.
6. Follows district guidelines for inventory by purchasing, monitoring supplies and equipment,
7. Directs the work and provides training of subordinate employees.
8. General Print bindery tasks (folding, collating, staple). Design and layout on computer.
9. Provide leadership and supervision of district printing services.
10. Conducts annual evaluation of all staff members.
11. Attend work on a prompt and regular basis.
12. Maintain confidentiality.
13. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.
14. Assist with other duties as may be assigned.

HIRING SPECIFICATIONS:

Required:

1. High School Diploma, HiSET or GED.
2. Print shop Experience with digital graphic design experience.
3. Competency working in a culturally diverse environment or the willingness to acquire these skills.

Desired:

1. Associates Degree in Graphic Design, Printing or related field.
2. Familiarity with Adobe graphic design software.
3. Previous experience supervising others.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONA L 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing				x
B.	Walking				x
C.	Sitting			x	
D.	Bending/Stooping			x	
E.	Reaching/Pushing/Pulling			x	
F.	Climbing/Stairs		x		
G.	Driving		x		
H.	Lifting (50 lbs.)			x	
I.	Carrying (25 feet)			x	
J.	Manual Dexterity Tasks			x	
	Telephone		x		
	Computer		x		
	Other		x		
K.	Working Conditions				
	Inside				x
	Outside	x			
	Extremes of Temperature/Humidity			x	

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

Department Supervisor Signature _____ Title _____ Date _____

*Human Resources Administrator Signature _____ Title _____ Date _____

*This job description is subject to approval by Human Resources Management.