

JOB DESCRIPTION
San Diego County Office of Education

Manager, Graphics Production

Purpose Statement

Under administrative direction, the Manager, Graphics Production is to oversee all aspects of graphics production: client services, graphic design, production operations, quality assurance, distribution, and promotion of services; responsible for balancing the needs of SDCOE while serving external educational partners (districts, schools, charters and community colleges) ensuring a billing policy that covers SDCOE and cost-effective for educational institutions.

Essential Functions

- Plans and maintains annual budgets allocations, expenditures, fund balances and related financial activities for the purpose of ensuring accuracy and within budget limits and/or fiscal practices comply according to established guidelines.
- Evaluates the return on investment on all equipment purchases and determines financial viability and business need.
- Evaluates the Return on Investment (ROI) of all projects and adjusts pricing as necessary to ensure sufficient revenue.
- Regularly review billing structures and policies to meet strategic objectives and ensure costs are sufficient for making decisions and/or taking appropriate action.
- Researches new technologies for the purpose of recommending new systems for improving services for SDCOE and clients.
- Develops bid specifications for equipment and supply procurement.
- Ensures proper maintenance of all equipment, including thorough review of all maintenance agreements to ensure equipment is maintained and cost-effective.
- Maintains a culture of excellent customer service and client satisfaction.
- Coordinates with vendors to ensure adequate equipment and supplies are available for daily use.
- Provides quotes and communicates with stakeholders to manage expectations regarding timelines and pricing.
- Participates in meetings, workshops, trainings, to convey or gather information required to perform job function.
- Develops and produces marketing materials to make districts aware of the services SDCOE provides.
- Oversees all aspects of graphics production.
- Advises clients on options and make recommendations to improve the end product.
- Ensures design meets client needs as well as appropriate branding and graphic standards.
- Ensures coordination of pre-press, printing, bindery activities, scanning, document storage, installation and delivery for all department projects.

- Directs and leads the work of the production staff and graphic designers for the purpose of maintaining an efficient production schedule including assessing necessary staffing, enhancing productivity and desired department outcomes.
- Serves as a technical resource for SDCOE staff, districts, and charters for the purpose of ensuring proper and efficient use of SDCOE print resources.
- Performs personnel administrative functions (e.g. training, assigning, evaluating, supervising, coaching, etc.) for the purpose of enhancing efficiency/production of personnel and ensuring the overall quality and safety for Print Shop are achieved.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions;

Specific skill-based competencies required to satisfactorily perform the functions of the job include: Operating equipment used in profession;

performing standard clerical procedures;

Planning and managing projects;

Utilizing relevant software;

Estimating required resources;

Performing standard bookkeeping;

Budgeting and forecasting;

Preparing and maintaining accurate records;

Preparing working drawings;

Managing and supervising staff.

KNOWLEDGE is required to read technical information, compose a variety of documents and/or facilitate group discussions;

Solve practical problems;

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: various position specific information learned on the job;

Accounting/bookkeeping principles;

Codes/laws/rules/regulations/policies;

Concepts of grammar and punctuation;

Current and emerging technology;

Practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities, meetings and/or events;

Gather, collate, and/or classify data;

Use basic job-related equipment;

Flexibility is required to work with others in a wide variety of circumstances;
Work with data utilizing defined but different processes;
Operate equipment using a variety of processes;
Ability is also required to work with a wide diversity of individuals;
Work with data of varied types and/or purposes;
Problem solving is required to analyze issues and create action plans;
Problem solving with data requires analysis based on organizational objectives;
Problem solving with equipment is moderate;
Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules;
Working under time constraints;
Being attentive to detail;
Adhering to safety practices;
Communicating with diverse groups;
Record keeping techniques;
Displaying mechanical aptitude;
Setting and maintaining priorities;
Working as part of a team;
Working with detailed information/data.

Responsibility

Responsibilities include: Working under limited supervision; using standardized practices and/or methods; directing employees within a department, large work unit and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job functions.

Working Environment

The usual and customary methods of performing the job functions require the following physical demands: Some lifting, carrying, pushing and/or pulling. Significant fine finger dexterity. Generally, the job requires 40% sitting, 20% walking and 40% standing. The job is performed in a clean atmosphere.

Experience: Five (5) years of increasingly responsible experience in a full service printshop, printing production, or operation of digital graphic design including experience in a lead/supervisory capacity.

Education: A Bachelor's degree in graphic design or related field.

Equivalency: Any combination of education and experience equivalent to a bachelor's degree in graphic design or related field and five (5) years of increasingly responsible experience in a full service printshop, printing production, or operation of digital graphic design including experience in a lead/supervisory capacity.

Required Testing

N/A

Continuing Educ./Training

N/A

Certificates

Valid California Driver's License

Clearances

Criminal Justice Fingerprint/Background
Clearance

Drug Test

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 044

Personnel Commission Approved: October 16, 2019

Revised: N/A