

ST. TAMMANY PARISH SCHOOL BOARD

Department of Human Resources

Job Description

TITLE: Supervisor of Graphic Arts (FLSA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
 2. High school diploma, college work or vocational technical training preferred.
 3. Extensive experience in graphic arts. (Capability equivalent to that normally achieved through 7 to 10 years of progressive professional experience including in-plant production management, and administrative management.)

REPORTS TO: Assistant Superintendent

JOB GOAL: Provides management planning for the Graphic Arts Department. Supervises and coordinates the work of the department staff. Responsible for the operation of all machines and all printing production.

JOB SUMMARY:

The demands of this position are highly technical in nature in that the incumbent must be proficient in the use of all the various pieces of equipment necessary to complete the tasks and responsibilities associated with the operations of the Graphic Arts Department. The work is diverse in that the responsibilities entail administrative tasks, as well as the physical operations related to the graphic processes. Examples of administrative responsibilities are the supervision of the work of others within the Graphic Arts Department, maintaining an inventory of supplies and ordering of same, maintaining a system of recording job requests and output, completing reports required of the department, providing for the maintenance needs of the equipment and assessing the overall needs of the department.

General supervision is received from a member of the Central Office Administrative Supervisory Staff.

ESSENTIAL JOB FUNCTIONS:

1. Supervises and coordinates activities of employees performing composition/layout, plate making/photography, reproduction and collating.
2. Evaluates production of personnel.
3. Responsible for all printing reproduction regardless of its nature for all offices and schools of the St. Tammany Parish School Board.
4. Establishes methods and procedures for keeping production and cost records.
5. Analyzes monthly job cost reports. Maintains accurate job costs records for planning annual budget.
6. Refers to appropriate Administrative Supervisor any job that cannot be produced by the in-house printing department.
7. Maintains proper inventory of printing materials to fill all printing needs.
8. Supervises cost estimating and editing.
9. Reviews and approves job orders. Consults on specific job requirements.
10. Assures that all material and supplies meet the job order specifications for amount and quality.
11. Determines project priorities and assigns work for most efficient use of equipment and personnel.
12. Coordinates work progress and schedules necessary personnel.
13. Follows up on production schedule to assure deadlines are met.
14. Coordinates machine operating and maintenance schedules to minimize down time.
15. Trains personnel, when necessary, in the operation of all machinery in the Graphic Arts Department.
16. Maintains all machinery to assure their proper and safe working conditions.
17. Makes recommendations to proper administrative officials for new equipment purchases to handle workload more efficiently and reduce production costs.
18. Submits annual or semiannual reports to the St. Tammany Parish School Board.
19. Submits monthly reports on printing volumes.
20. Attends professional management seminars to keep abreast of the latest printing technologies and effective management practices as approved by the St. Tammany Parish School Board.
21. Evaluates equipment in line with work volume capabilities and improved technologies to determine replacement or obsolescence point.
22. Conducts in-service workshops for any personnel, office or schools to better inform them of the work which can be done by the Graphic Arts Department.
23. Effectively recommends the recruitment, retention, termination and discipline of Graphic Arts employees

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Performs other duties as may be assigned.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. While this position is of an administrative and supervisory nature, incumbent must be able to perform physical operations related to machines and equipment used in the graphic process.

TERMS OF EMPLOYMENT: Twelve (12) months per year, salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Employee)

Employee's Name (Please Print) _____
Employee Identification Number