

## **Print Shop Manager**

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### **Purpose Statement:**

The job of Print Shop Manager is done for the purpose(s) of leading and overseeing the efficient and strategic operations of the print shop; supervises and evaluates the performance of print shop staff; collaborates with school staff, administration, and external partners to provide timely, cost-effective, innovative, and high-quality printed materials; manages resources, stays updated on industry trends, and provides communication to ensure effective operations.

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### **Essential Functions**

- **Oversees** all aspects of the print shop's daily operations (scheduling, production, and distribution of printed materials) for the purpose of ensuring that projects are completed accurately, on time, and within budget.
- **Calculates** resources (e.g., personnel, equipment, supplies, time, etc.) for the purpose of scheduling printing and bindery operations in coordination with other projects to ensure timely completion of all jobs.
- **Leads and manages** a team of print technicians for the purpose of providing supervising, training, discipline, and performance evaluations to maintain a skilled and motivated workforce.
- **Collaborates** with various school departments, administrators, and teachers for the purpose of understanding their printing needs.
- **Coordinates** project specifications, timelines, and deliverables for the purpose of meeting school and department printing requirements effectively.
- **Implements and maintains** quality control measures for the purpose of ensuring all printed materials meet established standards for accuracy, consistency, and visual appeal.
- **Develops and manages** the print shop's budget for the purpose of procuring supplies and equipment, and to optimize resources and control costs.
- **Ensures** accurate cost estimates for each print job by assessing all costs (materials, ink, labor, equipment cost and maintenance, etc.) for the purpose of ensuring cost effectiveness and sustainable operations.
- **Oversees** print shop technology system (WebCRD) (updating menu items, product cost, and troubleshooting customer issues) for the purpose of providing an efficient, accurate, and user-friendly ordering platform.
- **Maintains** an organized inventory of paper, ink, and other printing supplies, monitor usage and reorder supplies as needed for the purpose of avoiding disruptions in production.
- **Designs and implements** streamlined workflows and processes for the purpose of improving efficiency, reducing turnaround times, and increasing overall productivity.
- **Addresses** technical issues, equipment malfunctions, and other challenges that may arise in the printing process for the purpose of promptly and effectively minimizing downtime.
- **Provides** excellent customer service to school and department staff for the purpose of ensuring that their printing needs are met, questions are answered, and concerns are addressed in a timely and professional manner.
- **Ensures** compliance with health and safety regulations in the print shop environment; implement safe practices and protocols for the operation of printing equipment for the purpose of preventing injuries and minimizing downtime.
- **Maintains** open and clear communication with all stakeholders, including school administrators, staff, vendors, and the community for the purpose of providing a collaborative and supportive environment.
- **Responds** to inquiries for the purpose of providing requested information and/or referring to appropriate resources.

## **Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted job-related education that meets organization's prerequisite requirements.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge, and Abilities**

**SKILLS** are required to perform multiple, technical tasks with a need to frequently upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include effective communications; supervising staff; inventory control; operating equipment used in printing; operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications including desktop publishing.

**KNOWLEDGE** is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes concepts of grammar and punctuation, and print/reproduction processes.

**ABILITY** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined by different processes; and operating equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently required independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

### **Responsibility**

Responsibilities include working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services. Some job duties require intermediate discretion of sensitive information within work group and district.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: daily lifting of fifty pounds, daily carrying a variety of different sized objects of fifty pounds or less, pushing carts/machines/boxes, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under some hazardous conditions and in varying atmospheric conditions.

### **Required Testing**

None Specified

### **Certificates & Licenses**

None Specified

### **Continuing Educ/Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance