



Print Shop Supervisor

Purpose Statement

The job of Print Shop Supervisor is performed for the purpose of providing support to the instructional department and business operations of the school district. This role is responsible for delivering district-wide graphic/printing services, collaborating with administration, school sites, teachers, and students, and preparing necessary graphic orders for the school district.

Supervisory Relationship

Reports to: Business and Operations Manager

Essential Functions

- **Assist with Design and Production:** Support district employees with design and production requirements for duplicating jobs (e.g., recommending paper, reviewing layout, evaluating costs) to meet requester's needs in the most cost-effective, efficient, and viable manner.
- **Collaborate with Stakeholders:** Work with students, personnel, and administration to ensure successful department operation through necessary communication (e.g., appointments for assessment, review of orders).
- **Coordinate Projects:** Collaborate with teachers, site administration, supervisors, and other trades to complete projects/work orders efficiently, accurately, and on time.
- **Estimate Costs:** Provide necessary cost estimates for making decisions and taking appropriate actions.
- **Implement Supply Orders:** Facilitate appropriate review and approval of all departmental supply orders.
- **Inspect Materials:** Verify the quality of graphic materials produced (e.g., posters, manuals, reports) to ensure they meet standards.
- **Maintain Equipment and Supplies:** Ensure the availability and proper functioning of equipment in a safe and operational condition.
- **Maintain Records:** Keep documents, files, and records up-to-date for reference and compliance.
- **Operate Machinery:** Use all machines in the print shop to provide accurate and efficient service.
- **Participate in Training:** Attend meetings, workshops, and trainings to gather and convey information required for job functions.
- **Provide Guidance and Training:** Guide and train personnel and student workers, including learning/physically challenged high school students, to ensure progress and learning.
- **Research Solutions:** Investigate topics related to materials, equipment, and work aids to recommend solutions that address specific requirements and enhance overall efficiency.
- **Review Operations with Manager:** Provide necessary overviews of graphics/print shop operations, including personnel assessments and budgetary recommendations.
- **Supervise Mail Room:** Oversee mail room operations to ensure operational efficiency.
- **Supervise Personnel and Student Workers:** Manage print shop personnel and assigned high school students to ensure accurate and efficient operation.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating standard office and print shop equipment.
- Competence in performing standard clerical procedures and planning/managing projects.
- Effective communication skills and the ability to utilize pertinent software and equipment.

Knowledge

- Basic math skills, including calculations using fractions, percents, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.
- Knowledge of various position-specific information learned on the job.

Abilities

- Schedule activities and gather, collate, and classify data.
- Use job-related equipment with flexibility to work with others in various circumstances.
- Analyze data and create action plans.
- Meet deadlines and schedules, work under time constraints, be attentive to detail, adhere to safety practices, and maintain accurate records.

Responsibility

Work under limited supervision following standardized practices and methods. Lead, guide, and coordinate others. Operate within a defined budget and utilize resources from other work units as needed. Have some impact on the organization's services.

Work Environment

Physical demands include occasional lifting, carrying, pushing, and pulling, with some climbing and balancing, frequent stooping, kneeling, crouching, and fine finger dexterity. Generally involves 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard-free environment.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

High school diploma or equivalent.

Clearances

Criminal Justice Fingerprint/Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SK

Bismarck Public Schools prohibits discrimination and harassment based on a student's, parent's, guardian's, or employee's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other status protected by law. The District also provides equal access to the Boy Scouts and other designated youth groups, as required by federal law.