

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: PRINTING SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize and direct the day-to-day operations of the Print Shop in order to meet District reproduction and printing needs efficiently and economically; perform skilled printing and bindery work involving the operation of various types of printing and bindery equipment; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and supervise the day-to-day operations of the Print Shop in order to meet District reproduction and printing needs and time lines.

Receive and review incoming job orders; estimate time lines and material costs for printing jobs; plan, organize, prioritize and schedule reproduction and printing work as necessary.

Oversee and participate in bindery, composing and duplicating machine operations including making masters; assure safe and efficient operation of equipment.

Provide technical information and assistance concerning appropriate methods to perform particular reproduction and printing work to various District personnel; visit school sites to confer with District personnel regarding printing needs, proofing and status of reproduction and printing work.

Train, supervise and evaluate assigned personnel; resolve employee-related issues or problems; make recommendations regarding selection, discipline, promotion and related matters.

Oversee and participate in cleaning, adjusting and maintaining equipment; perform minor repairs as necessary.

Evaluate, recommend, and implement processes, equipment, and controls to provide new and/or improved products and services.

Confer with vendors regarding Print Shop supplies, materials and equipment; recommend purchase of equipment as appropriate; order, receive and store equipment and supplies; maintain supply inventories.

Manage and oversee performance of contracts with vendors regarding equipment leases, service, and products for the Print Shop; oversee the District copier fleet; coordinate the research and recommend placement and integration of site and department copiers.

Prepare and maintain records and logs of Print Shop operations and activities; prepare goals and objectives; develop, monitor and maintain the departmental budget.

Oversee the District's bulk mailing projects; operate, make adjustments and repair mailing equipment; oversee interoffice mail operations.

Perform skilled printing and bindery work involving the operating of collators, drills, folders, stitchers and paper cutters.

Maintain inventory of standard District forms; update and create documents on a computer; operate desktop publishing software.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Rules, regulations and policies of the Print Shop.
- Operation, maintenance and repair of printing and related equipment.
- Copyright laws and other applicable laws.
- Bindery methods and technology.
- Inks and paper stocks used in duplicating work.
- Technical aspects of field of specialty.
- Proper methods of storing equipment, materials and supplies.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Principles of layout and design.

ABILITY TO:

- Perform skilled printing and bindery work.
- Plan, organize, coordinate and supervise the daily operations of the Print Shop.
- Operate, maintain and repair offset presses and related equipment.
- Estimate costs, time lines and materials.
- Maintain equipment in proper working conditions.
- Provide technical information concerning reproduction and printing of materials to others.

Create and design new forms.
Train and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school including college-level course work in printing, business administration or related field. Associate's degree or higher is desired.

Experience: Five years of increasingly responsible printing experience. Experience in a lead or supervisory position is desired.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Noise from equipment operation.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting and carrying heavy objects.
Dexterity of hands and fingers to operate a variety of print shop equipment.
Standing for extended periods of time.
Bending at the waist.
Pushing or pulling.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.

HAZARDS:

Fumes from ink and cleaning compounds.
Working around and with machinery having moving parts.