

Copy Center Supervisor

DEPARTMENT:	Community Relations & Development / Copy Center	REPORTS TO:	Chief Communications Officer
WORK SCHEDULE:	12 months	COMPENSATION:	Support Staff Salary Schedule
FULL/PART TIME:	Full-time	FLSA STATUS:	Non-exempt

Position Description

Leads all functions of printing and copy operations including scheduling daily work, equipment operation, supervising copy center personnel, and evaluating and recommending purchases of equipment and supplies to ensure effective and efficient services for the Kirkwood School District. Includes print and copy production services as well as management and oversight. Provides exceptional customer service to both internal and external customers.

Task Title	Essential Job Functions	Percent of Time Spent
Copy Center Management	<ul style="list-style-type: none"> ● Prioritize workload and job schedule. ● Implement and troubleshoot electronic job submission software and PDF workflow. ● Schedule work assignments for personnel. ● Maintain user base. ● Manage copy center and mail room budgets. ● Monitor submission deadlines including design and implementation of short and long-range center plans including equipment replacement and software upgrades. ● Verify and record payroll and time off records for copy center staff. ● Supervise and train copy center employees. ● Work with technology staff to implement new technology and software. ● Monitor and order department supplies. ● Manage district assets including copiers and printers. ● Provide exceptional customer service. ● Maintain copy center inventory, monthly billing cycle and usage reports for schools, community groups, and nonprofit organizations. ● Prepare invoices, collect/deposit checks, and monitor operating/revenue accounts. ● Manage job submissions from non-district customers. 	50%
Copy and Print Production	<ul style="list-style-type: none"> ● Produce high-quality copies by accepting job requests from customers via job ticket or electronic submission. ● Produce high quality color posters, flyers, postcards, letterhead, and envelopes. ● Perform preventative maintenance on copiers and printers. 	25%

Task Title	Essential Job Functions	Percent of Time Spent
	<ul style="list-style-type: none"> ● Organize and prioritize daily copying and print schedule to meet deadlines. ● Operate hydraulic paper cutter, paper folder, drill press, padding station, GBC punch, and plastic coil binding machines. ● Operate, monitor, and complete jobs utilizing the appropriate equipment and accessories, including high-speed black and white and color copiers and print drivers. ● Prepare completed jobs for delivery. ● Meet with customers and answer phone calls to provide efficient and effective copying and printing services for the students, staff, and community of the Kirkwood School District. ● Utilize various computer software programs to prepare layout for submission to outside printing entities or for in-house printing on various print media. 	
Monitor School Copy Center Usage and Billing	<ul style="list-style-type: none"> ● Manage Paper Cut software and prepare monthly reports for Administration and school secretaries to help them address staff members on excessive usage. ● Help administrators communicate which jobs are better sent to the Copy Center so not to use up the building annual allocation. ● Prepare invoices and keep track of all printing charges. Prepare and distribute billing invoices for building locations, PTO's and Community groups. Collect revenue from billing and prepare for deposit. 	15%
Manage Copy Center Purchasing	<ul style="list-style-type: none"> ● Assist in the evaluation and recommendation for equipment replacement and improvements ensuring efficient and timely delivery of services for the staff, students, and community. ● Evaluate and obtain bids on all Copy Center, school copiers, and Mail Room equipment, paper and supplies to ensure the best equipment and the fairest price. 	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

Supervisory Responsibilities

- **Supervisory Responsibility:** Single center (two employees)
- **Supervisory Activities:** Budgeting/Staff allocation, Developing or training, Directing, Disciplining, Evaluating performance, Hiring, Investigating, Scheduling, Approving timecards or time off requests
- **Budget Signing Authority:** None
- **Decision-making Authority:** Decisions impact a single center

Qualifications Required

- **Education and Related Work Experience:** The following combinations meet the minimum requirements:
 - Two years of college/associate degree and at least 4 years of related work experience.
 - High school diploma/GED and at least 6 years of related work experience.
- Ability to lift and carry 20 to 50 pounds

Preferred

- Previous supervisory or project management experience.
- Experience using Adobe software applications.
- Knowledge of bindery and punch equipment

Knowledge & Skills

Knowledge

- **Basic Knowledge:**
 - Accounting: Accounting principles, practices, and the analysis and reporting of financial data
 - Education/Training: Principles and methods for curriculum and training design, teaching and instruction, and measuring training effects.
 - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate Knowledge:**
 - Computers/IT: Electronic equipment and computer hardware and software, including copiers, printers, bindery equipment, Microsoft Office, and Adobe Suite. Able to use a computer to program and run print jobs.
 - Administrative: Administrative and office procedures, functions, and basic office tasks
 - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
- **Advanced Knowledge:**
 - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
 - Customer and personal service: Principles and processes for providing customer and personal services.

Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active Listening, Management of Material Resources, Management of Personnel Resources, Monitoring, Operation and Control, Reading Comprehension, Time Management
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Critical Thinking, Service Orientation, Social Perceptiveness, Writing
- **Occasionally (Up to 2.5 hours or 32% of the day):** Active Learning, Management of Financial Resources, Instructing, Learning Strategies, Mathematics, Operations Analysis, Systems Analysis, Systems Evaluation
- **Rarely (Less than 1 hour or 12% of the day):** Complex Problem-Solving, Coordination, Negotiation, Complex Problem Solving, Equipment Maintenance, Equipment Selection, Judgement/Decision-making, Persuasion, Repairing, Technology Design, Troubleshooting

Working Conditions

Physical Demands

- **Constantly (More than 5.6 hours or 69% of the day):** Color Vision, Hearing, Reaching, Repetitive Motion, Walking
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Carrying/Lifting, Finger Dexterity, Multi-limb Coordination, Sitting
- **Occasionally (Up to 2.5 hours or 32% of the day):** Crouching/Kneeling, Pulling/Pushing, Standing
- **Rarely (Less than 1 hour or 12% of the day):** Crawling, Balancing

Mental and Psychological Demands:

- *High demands:* The job requires significant mental effort and involves high levels of stress (e.g., Frequent need to deal with difficult customers or manage emotions when interacting with others, often works under tight deadlines, exposure to public criticism, regularly requires extended periods of concentration on complex tasks).

Work Type/Physical Demands

- *Medium work:* Exerting 20-50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working Environment

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.
- There is a high noise level due to the machines.

EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: May 12, 2024