

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Duplication Department Manager

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and course work in the operation and care of high speed copiers and related equipment, and two years experience in the operation of high speed copiers and related finishing equipment.

SUMMARY

Under the direction of the Assistant Superintendent, Business, organize, plan and supervise the operation of the District Duplicating Services Department; operate high speed copiers in the duplication and reproduction of various types of printed materials; communicate with District personnel to provide information and technical support for printing services; assure timely, accurate and cost efficient operation of the department; train, supervise and evaluate the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Set up and operate high speed copiers in the duplication and reproduction of various types of printed materials; communicate with District personnel to provide information and technical support for printing services.
2. Analyze and prioritize printing jobs according to dates, type and quantity.
3. Operate a variety of finishing equipment; laminate, collate, fold, assemble, bind, staple reproduced materials.
4. Prepare masters for duplicating; design forms for departments as necessary.
5. Maintain records and prepare reports; prepare year-end reports of department operations communicate, monitor and enforce schedules including lead time requirements.
6. Train, supervise and evaluate the performance of assigned personnel; prioritize and schedule work; participate in the selection, hiring and discipline of assigned staff according to established procedures.
7. Prepare purchase orders and order paper and related stock for department operation according to established procedures; submit to supervisor and District departments for approval and processing; participate in the development of the department preliminary budget as directed.
8. Make calculations of charges for printing orders; complete necessary forms to assure posting to proper accounts; estimate projects; drive a vehicle to deliver completed work to various District sites as necessary.
9. Conduct inspections on printing equipment to assure proper operation; coordinate and perform repair and maintenance of equipment; disassemble and clean equipment as necessary.
10. Attend a variety of meetings as assigned.
11. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of:

-Office duplicating processes and machines including high speed copiers and related finishing equipment.

- Record-keeping techniques.
- Inventory methods and practices.
- Principles and practices of supervision and training.
- Technical aspects of field of specialty.
- Proper operation of photocopy and related printing equipment.
- Proper methods, materials, tools and equipment used in the set up, operation, maintenance and repair of high speed copiers and related equipment.
- Safety regulations and procedures involved in the use of processing solutions and chemicals.
- Record-keeping and cost estimating of printing projects.

Ability to:

- Operate high speed copiers and related finishing equipment.
- Produce quality printed work according to established production standards.
- Understand and carry out oral and written instructions.
- Maintain records and files.
- Work cooperatively with others.
- Prioritize and schedule work.
- Demonstrate oral and written communication skills.
- Train, supervise and evaluate personnel.
- Enforce difficult schedules and lead time requirements.
- Maintain work pace appropriate to given work load.
- Operate a computer and applicable software.

PHYSICAL ABILITIES

Print shop environment.

Subject to noise from equipment operation and fumes from ink and cleaning compounds.