MT. DIABLO UNIFIED SCHOOL DISTRICT

SUPERVISOR, PRINT SHOP

Primary Function

Directs the personnel and work of the district print shop.

Directly Responsible To

Director, Data Processing

Supervision

Supervises and evaluates assigned classified staff

Major Responsibilities

1. Organizes, assigns, supervises and evaluates the work of operators engaged in duplicating, printing and binding operations.
2. Selects, trains, and instructs staff in the proper use and operation of equipment.
3. Evaluates printing requests and makes cost estimates.
4. Prioritizes and schedules/reschedules work to meet customer demands.
5. Orders and maintains inventory of printing and office supplies.
6. Functions as liaison to users of word processing section.
7. Meets with district personnel to advise on format, size, color, paper stock and type of material to be published.
8. Prepares billing for jobs.
9. Operates print shop equipment.
10. Prepares monthly reports.
11. Prepares print shop budget.
12. Ensures print shop equipment is properly maintained.
13. Evaluates and tests office copiers for district-wide purchase.
14. Acts as a consultant for office copiers district-wide.
15. Attends job related meetings and activities specified by the Director, Data Processing.
16. Performs additional duties assigned by the Director, Data Processing as an adjunct to regular stated duties.

17. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of general district policies and procedures.
2. Knowledge of principles, practices and techniques of supervision.
3. Knowledge of modern office practices and equipment including automated data storage and retrieval systems.
4. Knowledge of safety procedures relative to the operation of a print shop.
5. Knowledge of printing practices and procedures.
6. Knowledge of printing and bindery processes, techniques, materials and equipment.
7. Knowledge of english grammar, spelling and arithmetic.
8. Knowledge of analyzing facts, exercising sound judgment, and arriving at conclusions.
9. Knowledge of effectively communicating orally and in writing.
10. Knowledge of determining users' printing needs; estimating, scheduling and pricing of printing jobs.
11. Knowledge of operation of printing and photographic equipment.
12. Knowledge of scheduling, directing, and supervising the work of others.
13. Knowledge of operating micro-computer, hardware and software.
14. Ability to establish and maintain effective working relationships with staff and users.
15. Ability to learn new technology.
16. Ability to work with pupils and adults in a supervisory capacity.
17. Ability to cope with emergency situations.
18. Knowledge of all aspects of the operation of a print shop for a large school district.
19. Knowledge of the principles of staff training and development.

20. Ability to design and implement procedures.

21. Knowledge of school district operations and procedures.

Education, Training, and Experience

1. Increasingly responsible off-set printing experience.

2. Supervisory experience.

3. Experience in job scheduling and cost estimating.

4. Experience in operating a variety of printing machines.

5. An equivalent combination of training and experience.

16. Ability to lift up to 50 pounds.

Adopted by the Board of Education 3/10/98