

**CLASS SPECIFICATION
Supervisor, Printing**

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates and supervises the operations and activities of the District's printing and publications unit; supervises and performs skilled, specialized and highly technical graphic design, typesetting, printing, photocopying and other related assignments in order to develop and produce quality printed materials for use by customers throughout the District; organizes and coordinates multiple projects on an ongoing basis to ensure timely delivery of printed product; maintains production and safety standards for the unit; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Supervisor, Printing is responsible for planning, supervising and coordinating the functions of the District's printing and publications unit to ensure production of quality printed materials and timely distribution of materials to District customers. The incumbent supervises, oversees and participates in creating and producing a wide variety of printed materials, including books, booklets, brochures, catalogs, handbooks, charts, graphs, maps, posters, signs, flyers, teaching guides, certificates, forms and other materials. The incumbent is also responsible for negotiating service contracts, outsourcing printing activities and negotiating costs with vendors. Incumbents in this class are expected to perform highly skilled work and to meet urgent deadlines and high production demands in order to achieve customer expectations.

Supervisor, Printing is distinguished from Reprographics Technician in that an incumbent in the former class supervises the operations, activities and staff of the District's printing and publications operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department/site budget; supervises and participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve District and department/site goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's classified human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving department/site objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, coordinates, organizes and supervises the staff and operations of the District's printing unit; provides assistance, technical and specialized expertise, guidance and support to administrators, school personnel, District consultants and others regarding graphic design, printing, photocopying, binding and other related

operations; responds to routine to complex inquiries; based on customer needs and desires, develops strategies and alternatives and advises customers as to best approaches in order to produce a quality product in a timely and cost-efficient manner; meets with District management to plan for future printing needs and resources; maintains department production and safety standards.

5. Provides high-quality finished photocopied and printed products that meet or exceed customer expectations in a timely, efficient and economical manner; receives, assesses and ensures clear understanding of incoming and in-progress orders and, as necessary, contacts customer to obtain further information; prioritizes and schedules orders to complete work within agreed upon timeframes; negotiates service contracts, outsources printing of documents and negotiates costs with vendors; may perform various preparation tasks, such as paste ups and layouts; reviews layouts with customers and, as directed, revises; as necessary, proofs and edits copy; inspects work in progress and completed orders and makes necessary improvements; may pack and wrap completed work for mailing or delivery; closes out jobs.
6. Coordinates maintenance and upkeep of a variety of printing and graphics equipment, including binder, offset press, high-speed photocopier and related supplies and materials; ensures proper stockage of materials used by equipment, such as copier dry ink and fuser oil; makes minor repairs to and cleans, adjusts and oils equipment; as needed, communicates major breakdowns or problems to maintenance and service representatives and monitors their work to ensure prompt repair; ensures safe work practices and methods and follows safety regulations and practices in the operation and servicing of equipment; assesses equipment condition and departmental equipment needs and researches and makes recommendations to replace, rehabilitate or purchase additional equipment.
7. Controls and monitors inventory of a wide variety of printing and graphics equipment, supplies and materials; researches supply sources; develops requisitions and specifications; communicates with vendors to research and evaluate products, equipment and other printing materials; performs inventories of designated supplies, materials and equipment; orders supplies; arranges deliveries; remains current concerning market trends and fluctuations in supplies and materials costs to ensure maximum cost effectiveness; coordinates with warehouse supervisor the printing, updating, editing and warehousing of all District business and school forms.
8. Performs a variety of routine to difficult administrative duties in carrying out responsibilities; determines and provides labor and material cost estimates according to established procedures; on a daily basis, tracks and records time and materials spent on each order; performs cost analysis to charge jobs, verifies that expenditures are properly charged and do not exceed appropriations and submits completed documentation according to established procedures; enters designated financial and accounting data and information into District databases; accurately completes, maintains and updates a variety of designated records, forms, logs, and reports, including schedules, inventories, cost estimates and time reports; monitors unit expenditures to budget; ensures cleanliness of facility.
9. Operates a personal computer, related software, a scanner and other peripheral equipment to perform professional typesetting, to create original illustrations, graphics designs, photo manipulations, color mixing and other camera-ready artwork and to integrate all of the above.
10. Skillfully utilizes pre-press and press equipment to print requested orders; with process camera, shoots and strips film negatives; performs paste-ups; typesets for proper placement on press; develops, exposes and processes plates; sets up, operates and maintains presses.
11. Sets up, programs, operates and adjusts a high-speed photocopying machines; copies manuscripts, charts, books, booklets, brochures, catalogs, handbooks, charts, graphs, maps, posters, signs, flyers, teaching guides, certificates, forms and other materials; makes line and half tone copy.
12. Conducts finishing operations, including paper cutting, folding, assembling, stitching and binding to produce completed products; performs skilled bindery tasks and monitors and operates automatic bindery equipment in the production of various printed materials; assembles printed materials for bindings; sets up

and operates power equipment, such as paper cutter, stapler, folder, spiral binding machine, jogger, stitcher and drill in order to collate, cut paper and stock, drill, stitch, fold and shrink-wrap materials.

QUALIFICATIONS

Knowledge of:

1. A wide variety of pre-printing, printing and finishing techniques, materials, tools, equipment and procedures.
2. Photocopying equipment, materials, techniques and procedures.
3. Health and safety regulations, rules, policies, procedures and precautions, including hazardous waste control.
4. Inks and paper stocks used for different tasks.
5. Methods and practices of reducing production costs.
6. Basic bid preparation procedures.
7. Inventory methods and practices.
8. Correct English usage, including grammar, spelling and punctuation.
9. Sources of supplies and parts needed in the repair and maintenance of print/graphics presses and equipment.
10. Proper methods of cleaning and maintaining equipment and shop area and storing equipment, materials and supplies.
11. Proofing techniques.
12. Technical aspects of field of specialty.
13. Uses and applications of computer, software and other peripheral equipment, including a scanner.
14. Graphic design techniques.
15. Principles and practices of effective supervision.
16. District classified human resources policies and procedures and labor contract agreements.

Ability to:

1. Plan, coordinate and supervise a production print shop and publications department.
2. Create and design graphic materials and utilize a PC, related software packages, scanner and other peripheral equipment to produce camera-ready copy.
3. Design and prepare layouts and finished artwork.
4. Troubleshoot system and software applications problems.
5. Translate abstract ideas into visual concepts.
6. Operate an extended keyboard, scanner, process camera, plate maker and processor, package wrapper, collator, calculator, drafting equipment and other specialized and technical equipment.
7. Clean, maintain and adjust assigned equipment according to established guidelines.

8. Maintain current knowledge of technological advances in the field.
9. Communicate clearly, effectively and concisely, orally and in writing.
10. Maintain a variety of routine to complex records.
11. Type at a speed necessary to meet the requirements of the position.
12. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
13. Make arithmetic calculations quickly and accurately.
14. Establish and maintain effective working relationships with District management, administrators, vendors, staff and others encountered in the course of work.

Education, Training and Experience:

At least two years of college-level coursework with an emphasis in graphics design, print production or a closely related field; and at least six years of progressively responsible graphics design or printing experience; at least two of which were in a supervisory or lead capacity.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District management, staff, vendors, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works in a print shop, and the noise level is can be loud.

Board Approved: 2/15/2007

Effective: 7/1/2007