REPROGRAPHICS SUPERVISOR

Reports to: Director, Communications & Public Information Officer
Division: Superintendent's Office

Our ideal candidate

You are an innovative and collaborative professional with a proven ability to work on your own initiative and a keen eye for detail to ensure high-quality production. You can multitask in a high-volume environment. You have excellent communication skills and the ability to relate positively to others. You are committed to providing exceptional service to the Santa Barbara County Education Office, school districts, and other customers.

General description

Under general direction: plan, coordinate, and perform the operations of a digital, multimedia print shop; ensure the quality and timely delivery of printed materials to internal and external customers; supervise print shop staff engaged in production and administrative support duties.

Specific duties and responsibilities

- Plan and coordinate print shop operations; assign priorities and appropriate processes for incoming work orders; schedule jobs, coordinate schedules and timelines, resolve customer problems; order and maintain supplies.

- Provide recommendations to customers regarding fonts, formats, design, and paper stock and other print media; make recommendations related to design and media to help customers meet budgetary and timeline goals; estimate job costs.

- Perform design and layout work related to the production of documents and other printed material; convert source documents to usable format for printing; perform pre-press digital setup; operate copying, bindery, large-format printing equipment, and advanced digital tools; on behalf of customers, explain technical requirements and obtain quotes from commercial printers for outsourced jobs.

- Set goals and establish work methods and practices related to sustainability and cost efficiency for print shop; calculate cost of orders and prepare charges; maintain production and inventory records and charge-back system; check status of accounts receivable and follow up with customers regarding outstanding balances; project print shop revenues and expenses in order to support Communications Department budget planning.

- Regularly track relevant data and analytics related to production trends and outputs, and report on them to the Director, Communications.

- Select, train, supervise, and evaluate assigned staff; make assignments and provide work direction as needed.

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- Recommend upgrades and purchases of equipment.

Requirements

A typical way to qualify for this classification would be:

Education: Possession of a high school diploma or GED is required. College or vocational coursework in printing, computer technology, or graphic design is desirable.

Experience: Three years of experience in a high-volume printing and reprographics operation, preferably including lead worker responsibility.

Equivalent combinations of training, education, and experience that provide the required knowledge and abilities will also be considered.

Knowledge of:

- Digital printing equipment
- Copying and bindery equipment
- Reprographics terminology
- Principles and practices of budget administration
- Design and layout techniques
- Financial record-keeping practices
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette
- Standard English usage, grammar, spelling, punctuation, and vocabulary
- Arithmetic, including percentages and fractions

Ability to:

- Plan, organize, and prioritize work of self and others
- Operate printing and bindery equipment and use pre-press software
- Order and maintain stock and equipment
- Make accurate arithmetic calculations
- Estimate cost of time and materials used in reprographics
- Complete work within estimated cost
- Achieve proficiency in use of SBCEO administrative systems, including financial system
- Understand and follow oral and written directions
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others
- Meet schedules and deadlines
- Maintain records and prepare reports

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- Analyze situations accurately and adopt an effective course of action
- Work independently and as part of a team
- Learn to identify opportunities and implement strategies for continuous improvement
- Exercise tact, patience, and courtesy in interactions with others
- Learn and apply supervisory practices, including training and providing work direction to others
- Develop a working knowledge of SBCEO's operations, systems, and policies.
- Maintain financial records
- Learn and apply administrative procedures
- Learn and follow health and safety regulations related to print shop operations
- Use online ordering systems
- Learn and follow sustainability practices

Licenses and certificates

N/A

Working conditions

Some of the work of this classification is performed while sitting at a desk and involves the use of computers, telephones, and other office equipment. The work also involves extensive operation of digital printing, copying, and bindery equipment. Some duties may require the ability to lift objects weighing up to 50 pounds. This classification is exposed to loud machine noise and heat generated by equipment.

The Reprographics Supervisor works in a semi-private office environment and the print shop. Work is usually performed indoors. Noise levels in the office are usually low or moderate; noise levels may be elevated in the print shop. Privacy may be limited, and interruptions may be frequent.

Series

Media and Design

Salary range 84

Approved by the Personnel Commission:	December 17, 1992
Revised:	July 22, 2004
Revised:	July 18, 2025