

PRINTING SERVICES SUPERVISOR

DEFINITION

Under the direction of the Vice President of Administrative Services or designee, provide printing, mail and telephone/FAX services for an assigned campus; train, supervise, and evaluate the performance of assigned personnel.

TYPICAL DUTIES

Monitor and process work orders for printing and bindery services. Coordinate deliveries of mail, paper, supplies, equipment and printing orders with the warehouse staff. Direct, supervise, train and evaluate performance of assigned staff; establish priorities and schedules and evaluate the performance of assigned personnel. Select and discipline staff; request re-assignment or termination as needed. Consult with campus staff on printing and other assigned services; resolve issues; provide advice on paper stock, color, graphics and provide instruction on master preparation of printing requests. Determine job costs and monitor a charge-back system as directed for printing and other related services. Develop and write procedures for printing center operation; prepare department budget, blanket orders, requisitions and maintain records for the printing center. Compile reports related to printing, mail, and FAX and maintain files of duplication work requests, equipment, supply inventories and other matters. Provide other assigned services for a college such as mailing, telephone center, and serve on a variety of campus/district committees and other related services as assigned. Evaluate equipment needs; interview vendors; attend trade shows, attend workshops; purchase supplies and equipment for the printing/mail center. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years increasingly responsible experience in print production including one year in a lead or supervisory capacity.

EDUCATION

Bachelor's degree from an accredited institution in business, printing technology, journalism, graphic arts or related field; **OR** an Associate degree from an accredited institution in business, printing technology, journalism, graphic arts or related field **AND** two additional years of qualifying experience; **OR** college-level courses in business, printing technology, journalism, graphic arts or related field **AND** four additional years of qualifying supervisory experience. Course work in techniques of supervision and computer applications desired.

SPECIAL REQUIREMENT

Any offer of employment is contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Various types of duplication, reproducing and paper handling equipment, materials and processes; printing technology including camera, graphics, layout, color techniques and color separation; computer software including word processing applications; interpersonal skills using tact, patience and courtesy; principles and practices of supervision and training; budget preparation and control; record keeping techniques; health and safety regulations to the print industry and the handling of hazardous materials.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; operate various types of duplicating, reproducing and paper handling equipment, materials, and processes; plan, organize and direct the workflow of a campus duplication center; also provide other services such as mailroom and telephone console activities; lift, push and stock supplies, lift up to 50 pounds unassisted; adjust and make minor repairs to duplicating center equipment; establish and maintain cooperative and effective working relationships with others; prioritize and schedule work; maintain records and prepare reports; train, supervise and evaluate personnel; maintain current knowledge of technological advances in the field; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; communicate effectively both orally and in writing; add, subtract, multiply, and divide quickly and accurately.