

# MODESTO CITY SCHOOLS

## JOB DESCRIPTION

### SUPERVISOR-REPROGRAPHICS

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#### **DEFINITION:**

Under the direction of the Director-Purchasing, organize and direct the activities and operations of the Reprographics Department; train, supervise and evaluate the performance of assigned personnel; maintain, operate and perform minor repairs to high speed printers, reprographic machines and related equipment; maintain inventory of supplies and equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and direct the activities and operations of the Reprographics Department; participate in the development and implementation of departmental policies and procedures.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; track and record staff attendance, absences and overtime.
- Prepare and maintain a variety of reports, records, production logs and files related to personnel and assigned reprographics department activities.
- Provide technical expertise, information and assistance to the Administrators and staff regarding assigned functions.
- Oversee and participate in a variety of technical activities involved in the operation of large and complex high speed printers and other duplicating equipment for the production and distribution of high quality printed materials
- Assist in the planning, maintenance and implementation of an annual departmental budget; analyze and review budgetary and financial data; control expenditures in accordance with established limitations; process department related billings and invoices.
- Prioritize, delegate and oversee the processing of work orders and reprographics requests.
- Establish project timelines and calculate costs; estimate time, materials and personnel requirements for printing projects; assure smooth and timely completion of projects.
- Maintain inventory of supplies and equipment; prepare and submit purchase orders for materials equipment and supplies.
- Review and edit print requests utilizing desktop publishing and other assigned software; format, layout, design and prepare graphic artwork.
- Edit, proof and determine appropriate formatting of finished copy and other work for printing
- Communicate with administrators, school site staff, district personnel, vendors and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.
- Collaborate with equipment, service and supply vendors for maintenance and repairs to reprographic machines and related equipment.
- Diagnose, troubleshoot and repair malfunctioning equipment; arrange for more complex equipment repairs and maintenance.
- Drive a vehicle to conduct work.
- Operate high speed digital copiers, bindery machine, laminating equipment, folding machines and digital scanners and other related machines, tools or print shop equipment in the processing of a wide variety of instructional and business materials.
- Assure health, safety and productivity regulations, codes and standards are being met.
- Attend a variety of meetings as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### **Education and Experience:**

- Any combination equivalent to: graduation from high school and some college-level course work in in graphic design or a related field and three years of increasingly responsible experience in the operation of high speed printers and the operation of quantity material reproduction using a digital reprographic machines including some prior supervisory experience.

### **Licenses and other Requirements**

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

## **DESIRED QUALIFICATIONS:**

- Two years of increasingly responsible supervisory experience.
- Associate's degree in graphic design, digital media or accredited apprenticeship program, technical school, skill or training program.

### **Knowledge of:**

- Principles and practices of supervision and training.
- Principles, processes and equipment used in high speed printing, graphics, duplicating and high speed photocopying.
- Operation and maintenance of digital high speed copiers, complex digital reprographic machines, bindery, pre-press, scanners and other related equipment.
- Electronic file conversion into digital formats.
- Operation and maintenance of high speed printers and duplicating equipment.
- Inks, paper stock and other supplies used in printing production.
- Budgeting and contract administration principles and practices.
- Apply management, budgeting and contract administration principles and practices.
- Inventory methods and practices.
- Health and safety regulations.
- Operation of a computer and assigned software including Adobe Suite design software.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

### **Ability to:**

- Train, supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Manipulate and edit digital documents and files.
- Perform minor adjustments to high speed printers and related reprographic equipment.
- Troubleshoot problems with formatting issues and file conversions.
- Establish and maintain cooperative and effective working relationships with others.
- Format, layout, design and prepare graphic artwork.
- Edit, proof and determine appropriate formatting of finished copy and other work for printing.
- Produce quality printed work according to established production standards.
- Compose clear, complete and concise correspondence and reports independently.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.

- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.
- Perform basic arithmetic calculations with speed and accuracy.
- Work evening, weekends or variable hours.

### **WORKING CONDITIONS:**

#### **Work Environment:**

- Office/Printing shop environment.
- Driving a vehicle to conduct work.
- Work evening, weekends or variable hours.

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

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a variety of assigned equipment.
- Sitting and standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Seeing to read a variety of materials and monitor printing operations.

#### **Hazards:**

- Noise from equipment operation.
- Working around and with machinery having moving parts such as high speed copiers, folders and cutters.
- Exposure to fumes, ink, dust, chemicals and odors used in reprographics work.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Cabinet Approved: 12/18/12**

**Board Approved: 5/11/92, 1/14/13**

**FLSA Status: Exempt**