

## **MODESTO CITY SCHOOLS**

Job Description

JC# 0197

### **REPROGRAPHICS SUPERVISOR**

#### OVERALL RESPONSIBILITY

Under general direction, provide leadership and assume management responsibility for and supervise the District's central reprographics unit; to operate offset printing presses, xerographic and network digital printers; and supervise employees of the Reprographics Department.

#### SPECIFIC RESPONSIBILITIES

1. Organize and assemble information pertaining to historical trends of the reprographics department to be used for forecasting future needs of the reprographics department.
2. Train and in-service District employees regarding the proper preparation and requirements for materials being requested.
3. Respond to intradepartmental inquiries concerning the processing of reprographics requests.
4. Monitor and evaluate the resources of the Reprographics Department to determine proper inventory levels.
5. Maintain correspondence with equipment, service and supply vendors.
6. Maintain awareness of new techniques and equipment in the reprographics field and apply them when feasible.
7. Advise users of the Reprographics Department on choice of color, stock texture and weight of paper to be used.
8. Arrange for proper disposal of cleaning solvents and other related chemicals and toners used in the reprographics process while adhering to national, state, county and District safety codes, standards, procedures and policies.
9. Assist in the planning, maintenance and implementation of an annual departmental budget.
10. Assist in the selection, orientation, supervision and evaluation of personnel.
11. Operate digital copiers, offset printing presses and digital scanners in the processing of a wide variety of instructional and business materials.
12. Provide estimates of job costs to users of the Reprographics Department.
13. Perform repairs to all reprographics equipment as necessary.
14. Effectively communicate and maintain cooperative relationships with those contacted during the course of work
15. Perform other related duties as assigned.

#### WORK YEAR

Approved days as specified in the Management Salary Schedule.

## **REPROGRAPHICS SUPERVISOR (continued)**

### SALARY

Management Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of electronic file conversion into digital formats.
- Knowledge of and the ability to manipulate and edit digital documents and PDF, JPEG, TIFF and RDO files.
- Knowledge and the ability to troubleshoot problems with formatting issues and file conversions.
- Knowledge of and the ability to transform documents into electronic files.
- Knowledge of and ability to use computers and appropriate software programs.
- Knowledge of the operation and maintenance of offset printing presses, xerographic equipment, and the electronic scanning of hard copy documents into electronic files.
- Knowledge of various supplies, paper stock and chemicals used in the xerographic process.
- Knowledge of the proper disposal of the by-products created in the xerographic process.
- Knowledge in the operation and maintenance of digital, analog and high volume production copiers.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of and ability to apply problem solving processes and techniques.
- Ability to operate, maintain and perform minor adjustments to offset printing presses and related reprographic equipment.
- Ability to estimate material requirements and costs.
- Ability to create and design originals on computer for use in the reprographics process.
- Ability to compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation and spelling.
- Ability to understand and implement complex oral and written directions given in English.
- Proficient in Microsoft Works Database, Microsoft Excel, Microsoft Word, Publisher and Xerox FreeFlow Software.

#### Experience

##### Minimum Requirement:

- Experience working in a reprographics facility.

##### Desirable Qualification:

- Two (2) years of increasingly responsible experience successfully managing a reprographics facility.

#### Education

##### Minimum Requirement:

- Graduation from high school or equivalent combination of education and work experience necessary to perform the duties and responsibilities of the position.

##### Desirable Qualification:

- Two (2) years of college course work with a specialization in printing.

#### License

##### Minimum Requirement:

- Valid California Driver's License.

#### Physical Characteristics

##### With or without the use of aids:

- Sufficient vision to read fine print and operate equipment. Sufficient depth perception. Good color perception.
- Sufficient hearing to hear verbal directions and audio and equipment malfunctions.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.

## **REPROGRAPHICS SUPERVISOR (continued)**

### QUALIFICATIONS (continued)

#### Physical Characteristics (continued)

##### With or without the use of aids:

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects, and print or write legibly.

Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 50 pounds in a series of functional tests which clearly simulates the work environment.

Physical ability to sit or stand for extended periods of time.

Physical tolerance to inks, strong chemical odors, and harsh chemical substances.

Physical tolerance to working with a variety of chemicals.

Ability to lift 50 pounds in a series of functional tests which closely simulates the work environment.

### REPORTS TO

Associate Superintendent, Business Services/Designee

Board Approved: 5/11/92

Human Resources Approved: 4/16/02

Cabinet Approved: 12/18/12

Board Approved: 1/14/13