



JOB DESCRIPTION

JOB TITLE: **Print Services Manager**

Position Type: <b>Exempt</b>	Department: <b>Print Services</b>
Salary Schedule: <b>Exempt</b>	Location: <b>Materials Distribution Center</b>
Salary Range: <b>6</b>	Reports to: <b>Director of Finance</b>
Term of Employment: <b>12 months</b>	Date: <b>September 2, 2024</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Manages the District’s Print Services Department. Provides quality, cost- efficient printing and graphics services to District schools and departments.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

- Manages and supervises all printing operations of all copier devices, including over 200 devices, throughout the District.
- Trains and evaluates all printing services employees, including photocopy machine operators, press and binding personnel.
- **Facilitates training of operators to ensure appropriate use of machines.**
- Is responsible for marketing the department’s services to all schools and departments as well as other school districts, agencies and companies, as time permits.
- Manages the District’s school copier maintenance contract(s), and monitors usage of teacher workroom copiers at all schools.
- **Facilitates weekly meetings with the company that the district contracts with for the school/department copiers.**
- Prepares financial reports relative to school copiers, department copiers and printing press productivity, **including the monthly reconciliation and approval of all invoices.**
- Ensures that all material is printed or photocopied on a timely basis.
- Establishes and maintains quality control standards and procedures for all printed material.
- Arranges and supervises installation and major repairs of all equipment. **Maintains and tracks all service calls, meter readings, and service disputes.**
- Orders and maintains computer inventory of all paper and supplies needed for an efficient operation of printing services.
- Maintains safe working conditions for department employees.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

### **MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

### **SUPERVISORY RESPONSIBILITIES:**

- Directly supervises assigned employees in the District Graphic and Communications Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates the ability to manage, design and order materials to produce the finished products desired by the District.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.

- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree (B.A.) from a four-year college or university; **OR**
- One to two years related experience and/or training; **OR**
- Equivalent combination of education and experience in print shop management.
- Must have the ability to coordinate, design and order materials to produce the printed products required by the District.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*