

## **Print Shop Supervisor**

### **Purpose Statement**

The job of Print Shop Supervisor is done for the purpose/s of providing support to the instructional department and business operation of the school district with specific responsibilities for providing district wide graphic/printing services; collaborating with administration, school sites, teachers and students; and preparing necessary graphic orders for the school district.

This job reports to Business Director

### **Essential Functions**

- Assists district employees with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective, efficient and viable manner.
- Collaborates with students, personnel, administration (e.g. appointments for assessment; review of orders, etc.) for the purpose of providing necessary communication to ensure successful department operation.
- Coordinates with teachers, site administration, supervisor and other trades (e.g. reviewing and completing orders, etc.) for the purpose of completing projects/work orders efficiently, accurately, on time.
- Estimates costs for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- Implements all department supply orders for the purpose of facilitating appropriate review and approval of all supplies.
- Inspects graphic materials (e.g. posters, manuals, reports, etc.) for the purpose of verifying the quality of work produced.
- Maintains equipment and supplies for the purpose of ensuring availability of equipment in a safe and operating condition.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Operates machinery (e.g. all machines in print shop, etc.) for the purpose of providing accurate efficient service.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Provides guidance and training (e.g. learning assignments for learning/physically challenged high school students, etc.) for the purpose of ensuring student progress and student learning.
- Researches a variety of topics related to materials, equipment and/or work aids for the purpose of making recommendations for solutions that address specific requirements and/or enhancing overall efficiency of operations.
- Reviews operations with manager (e.g. personnel assessment; budgetary recommendations, etc.) for the purpose of providing necessary overview of graphics/print shop operation.

- Supervises mail room for the purpose of providing operational efficiency.
- Supervises personnel and student workers (e.g. print shop personnel, assigned high school students, etc.) for the purpose of ensuring accurate, efficient operation.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in profession; performing standard clerical procedures; planning and managing projects; utilizing pertinent software and equipment; and communication skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: various position specific information learned on the job.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working under time constraints being attentive to detail; adhering to safety practices; communicating with diverse groups; and record keeping.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to effect the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

SK