

DUPLICATING SERVICES SUPERVISOR

JOB SUMMARY

Under general direction, coordinate the reproduction of such materials as forms, charts, pamphlets, reports, special publications, etc. for all District sites/departments. Act as liaison between school personnel, departments, District office personnel and duplicating services. Organize operation of the duplicating department, including cost records and the maintenance of complete stock of working supplies, keeping within the department's annual budget.

TYPICAL DUTIES

Plan, organize, supervise, and perform work in the central District duplicating department; determine priorities and schedule all materials to be reproduced; see that orders are completed and shipped in a timely manner; requisition all materials and services; supervise, train, and evaluate print shop employees; maintain payroll records for department employees, schedule and authorize vacation for department employees; answer telephone; maintain a constant inventory of District forms on the basis of use and need; maintain production and cost records; maintain file of original forms; operate and instruct others in the use of all equipment used in the reproduction of materials; make necessary decisions and arrangements for reproduction processes that cannot be accomplished in the District's print shop. Evaluate new printing techniques and equipment and recommend budgetary planning for acquisition. Establish and maintain quality control; plan and adjust work schedules and assign priorities to produce quality and timely duplication of materials for all District sites/departments. Perform other related duties as required.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include two years of increasingly responsible experience in publications work, including experience in the operation of an offset press and related duplicating equipment. Some of the two years should include lead or supervisory experience.

Knowledge of:

The operations, adjustment, and maintenance of a variety of duplicating equipment, including an offset press; the characteristics and uses of papers and inks used in reproduction of a variety of materials; equipment used in binding and assembling printed material; filing and standard office procedures, including telephone techniques, records storage and retrieval; preparing and applying budgets; principles of supervision and training.

Ability to:

Train and supervise others; assume responsibility and exercise independent judgment; skillfully operate and adjust duplicating equipment with speed and precision; maintain accurate records and make accurate reports; plan and establish a budget; make standard arithmetic calculations; operate standard office equipment such as typewriter, calculator, computer/microcomputer, etc.

PHYSICAL ABILITY

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS

Constant exposure to fumes from chemicals used in a print shop. Constant machine noise. Extended periods of standing.