



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>DUPLICATING SERVICES &amp; GRAPHICS PRODUCTION SUPERVISOR</u></b>			
<b>DEPARTMENT/SITE:</b>	District Duplicating Services	<b>SALARY SCHEDULE:</b>	Supervisors'
		<b>SALARY RANGE:</b>	06
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director - Long-Range Planning & Enrollment Services or assigned designee	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Organize, direct, and participate in Duplicating Services operations and activities including the printing and reproduction of a variety of materials for District school sites and departments; coordinate projects, orders, requests, customer service functions, communications, and personnel to meet District printing needs and related timelines and specifications; train and evaluate the performance of assigned personnel. The incumbent in this classification assists in supporting students and staff by supervising the department to ensure the printing and reproduction of materials for District school sites and department needs which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Organize, direct, and participate in Duplicating Services operations and activities including the printing and reproduction of a variety of materials for District school sites and departments; establish and maintain Duplicating Services timelines and priorities; ensure related activities comply with established standards, practices, policies, and procedures.

Coordinate projects, orders, requests, customer service functions, communications, and personnel to meet District printing needs and related timelines and specifications; oversee the development and implementation of printing projects and related specifications, orders, and production runs; establish project schedules and calculate costs; ensure smooth and timely completion of projects.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfer, reassignment, termination, and disciplinary actions; assign staff duties and review completed projects for accuracy, completeness, and compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Receive, schedule, and prioritize printing requests and orders from various departments, school sites, and personnel; process related forms and web orders; estimate time and material requirements; provide technical consultation to District staff in the planning, development, and layout of printing projects; coordinate, explain, develop, prepare, and plan print orders for completion and distribution.

Supervise and participate in the operation of high-speed digital copiers, offset printing presses, computers,

and related peripherals and finishing equipment in the printing and reproduction of various materials; prepare and set up offset printing presses, high-speed digital copiers, and other equipment for printing activities, selecting and adjusting settings and specifications as appropriate.

Review work submitted for printing and reproduction; proofread work to ensure completeness, quality, and clarity of original copy; oversee and participate in preparing and setting up copiers for extended production runs and monitor equipment during the duplication process; determine and load appropriate paper; ensure proper ink and water levels are maintained for accurate color, balance, and registration.

Supervise and participate in cutting, collating, stapling, padding, drilling, hole punching, folding, assembling, and binding reproduced materials as needed; prepare and package completed projects and materials for distribution; operate a variety of reprographics and finishing equipment including cutters, binders, folders, drills, padding machines, printers, scanners, computers, and assigned software.

Confer with staff concerning printing needs, timelines, priorities, services, job orders, and production runs; prepare and arrange for billings for outgoing print requests; prepare, distribute, and follow up on invoices as needed.

Supervise and participate in establishing, developing, maintaining, and updating the library of computer files of documents and images for digital printing and reproduction; scan and file documents and materials.

Operate and set up digital plate-maker to produce plates and negatives; prepare and develop plates according to established procedures and specifications; mix chemical solutions to maintain water balance.

Maintain equipment in proper working condition; clear paper jams; replace parts and toner, and adjust equipment in response to minor malfunctions; perform minor repairs on duplication and other equipment as directed; arrange for major maintenance and repairs, as needed.

Coordinate and provide graphic arts services for the District and external educational partners (non-profits, other districts, and colleges); oversee and participate in page design, planning, and laying out text and images; select type style, size, fonts, spacing of letters, and text lines; mix inks for color jobs; review completed jobs to ensure proper application of paper weights and sizes, digital printing processes, and ink.

Monitor inventory levels of printing supplies; order, receive, and maintain adequate inventory levels of printing supplies in accordance with established budget limits; confer with vendors to coordinate purchases and obtain product and pricing information; maintain and update supply budget.

Provide training and support to Duplicating Services and other District staff regarding the operations of high-speed digital copiers, peripherals, bindery equipment, computers, and specialized software used in printing operations.

Oversee and participate in the preparation and maintenance of various records and reports related to projects, materials, expenditures, personnel, schedules, budgets, billings, and assigned activities.

Drive a vehicle to various District sites to deliver completed printing orders as needed; arrange for projects to be completed by outside vendors as needed.

Develop, produce, and maintain marketing printed materials and maintain/update work production

website and social media content to make the District aware of Duplicating Services information, operations, and activities and to provide an automated/streamlined ordering process.

Coordinate and monitor Duplicating Services operations to ensure compliance with established safety and sanitation standards, guidelines, and regulations; implement safety standards; evaluate safety and sanitation systems and hazards; standards and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Oversee, manage, and perform the creation and design of computer-generated graphic artwork for various print and digital applications, signage, cut-out lettering, and mock-ups, including marketing, branding, and/or instructional use. Assist in the creation of large displays, vinyl applications, and decals.

Oversee the signage installations phase of projects involving signage, banners, posters, wall and window graphics, vehicle wraps, etc., and may assist in developing, installing, and implementing design elements.

Oversee and manage large projects such as signage and apparel for offsite events, wide format printing, badges, shirts, programs, event printing, table visuals, and backdrops.

Develops bid specifications for outside printing needs, equipment, and supply procurement.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Organization and direction of Duplicating Services operations and activities including the printing and reproduction of a variety of materials for District school sites and departments.

Operation of digital high-speed copiers, offset printing presses, wide format printers/cutters, peripherals, and finishing equipment.

General bindery procedures and equipment.

Types, qualities, weights, and uses of ink, chemicals, and papers used in printing production and duplication.

Duplicating Services organization, operations, policies, and objectives.

Methods and materials utilized in digitizing and enhancing images,

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Principles and practices of administration, supervision, and training.

Operation of office equipment, computer, and assigned complex software (e.g., graphics-related programs, word processing, and spreadsheets).

Interpersonal skills using tact, patience, and courtesy.

Health and safety regulations.

Record-keeping techniques.

Basic math, including calculations using fractions, percentages, and/or ratios.

Strong understanding of brand personas, brand voice, and brand management.

Paste-up techniques, vinyl films, and application on a variety of flat and countered surfaces.

Types, qualities, and use of wide format materials such as decal materials, boards, and banners.

Types and qualities of apparel materials.

Current and emerging technology

**ABILITY TO:**

Organize, direct, and participate in Duplicating Services operations and activities including the printing and reproduction of a variety of materials utilizing desktop publishing and a wide variety of other graphic design methods and materials for District school sites and departments.

Coordinate projects, orders, requests, customer service functions, communications, and personnel to meet District printing needs and related timelines and specifications.

Receive, schedule, and prioritize printing requests and orders.

Oversee the development and implementation of printing projects and related timelines and specifications.

Operate a variety of computer graphics and print equipment, including wide format printers, sign-cutting, plotters, high-speed digital duplicators, and bindery equipment.

Provide training, technical support, and assist District staff in the planning, development, layout, and production of a variety of printed and visually appealing materials and evaluate the performance of assigned personnel.

Calculate project costs and estimate time, labor, and material requirements.

Review completed projects for accuracy, completeness, and compliance with established standards, timelines, specifications, and procedures.

Operate a computer and assigned software.

Type or input data at an acceptable rate of speed.

Meet schedules and timelines.

Work effectively, both independently and as a member of a team.

Plan and organize work.

Maintain records and prepare reports.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Adhere to safety practices.

Compose a variety of documents.

Consider a variety of factors when using equipment.

Read and process a variety of manuals, and write documents following prescribed formats.

Operate safely a variety of hand and power tools used to set up installs (e.g. event spaces, booths, and vehicle wraps).

Construct structural displays.

Maintain current knowledge of technological advances in the field.

Interview, select, train, supervise, and evaluate the performance of assigned personnel.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and five (5) years of increasingly responsible experience involving the operation of high-speed digital copiers, offset printing presses, wide format printers, graphic design, printers and peripherals, and finishing equipment including one (1) year in a lead or supervisory capacity and project scheduling and prioritizing.

**LICENSES AND OTHER REQUIREMENTS:**

Must possess a valid California Driver's License and ability to qualify and maintain qualification for District vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Duplicating Services environment.

Constant interruptions.

Driving a vehicle to conduct work.

Subject to fumes, dust, and odors.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of Duplicating Services equipment, a computer keyboard, and other equipment.

Walking, sitting, or standing for extended periods of time.

The majority of work is light to medium and may require routinely lifting and/or moving up to 50 pounds and occasionally lifting and/or moving up to 100 pounds with the use of hand trucks or other equipment.

Seeing to read and perform primary functions of classification and view computer screens.

Bending at the waist, kneeling, or crouching to inspect work.

Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.

Hearing and speaking to exchange information in person and on the telephone.

Use of ladders to install graphics/signage.

Operate vehicle to conduct work.

**HAZARDS:**

Regular exposure to working near moving mechanical parts.

Poor ventilation, fumes, chemicals, solvents, inks, and odors.

Loud noise and vibrations.

Working from heights.

Sharp objects.

Traffic hazards.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: Revised 8/94; 10/00; 10/10 (Ewing)

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025