

**CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION**

CLASS TITLE: PRINT SHOP SUPERVISOR

BASIC FUNCTION:

Under the direction of the Controller/Assistant Business Manager, organize, direct and participate in print shop 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 time lines and specifications; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize, direct and participate in print shop operations and activities including the printing and reproduction of a variety of materials for District school sites and departments; establish and maintain print shop time lines and priorities; assure 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 time lines and specifications; oversee the development and implementation of printing projects and related specifications, orders and production runs; establish project schedules and calculate costs; assure smooth and timely completion of projects.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, 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 lay-out 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 assure 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; assure 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 reprographic and finishing equipment including cutters, binders, folders, drills, padding machines, printers, scanners, computers and assigned software

Confer with staff concerning printing needs, time lines, 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 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; oversee and participate in typesetting, planning and laying out text and images; select type style and size, fonts, spacing of letters and text lines; mix inks for color jobs; review completed jobs to assure 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 print shop 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.

Maintain and update web site content regarding print shop information, operations and activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of print shop 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, printers and peripheral and finishing equipment.

General bindery procedures and equipment.

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

Print shop organization, operations, policies and objectives.

Page layout and graphic arts design techniques and procedures.

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

Principles and practices of administration, supervision and training.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Record-keeping techniques.

ABILITY TO:

Organize, direct and participate in print shop 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 time lines and specifications.

Train and evaluate the performance of assigned personnel.

Receive, schedule and prioritize printing requests and orders.

Oversee the development and implementation of printing projects and related time lines and specifications.

Operate high-speed digital copiers, offset printing presses, printers and peripheral and finishing equipment.

Provide technical consultation to staff in the planning, development and lay-out of printing projects.

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

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

Operate a computer and assigned software.

Type or input data at an acceptable rate of speed.

Meet schedules and time lines.

Work independently with little direction.

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years increasingly responsible experience involving the operation of high-speed digital copiers, offset printing presses, printers and peripheral and finishing equipment including one year in a lead or supervisory capacity and project scheduling and prioritizing.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Seeing to read a variety of materials and monitor printing operations.

Bending at the waist, kneeling or crouching to retrieve and store supplies.

Reaching overhead, above shoulders and horizontally.

Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.