

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Printing Services Supervisor	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Printing Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	038 AASD Supervisors'
REVISED:	July 23, 2003		

BASIC FUNCTION:

Plan, organize, and supervise the operation of the district's offset printing services and mail services sections; manage the budget; coordinate arrangements for commercial printing contracts.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, and supervise the activities of the district print shop in offset printing and copying, collating, folding, binding, tying, and distributing a wide variety of bulletins, notices, handbooks, directories, circulars, reports, minutes, brochures, curriculum guides, and other related materials and documents. **E**

Consult with and provide technical advice to originating offices with regard to selection of materials, colors, layout, costs, preparation of copy, and related matters. **E**

Select, train, and evaluate the performance of employees in the mail service section and those engaged in the operation of offset presses, platemakers, cutters, collators, punches, stitches, folders, and other related equipment. **E**

Maintain records of volume and distribution of mail. **E**

Coordinate outside service contracts with the U. S. postal authorities, maintain positive balance of district postal charge account and maintain records of postal equipment and charges for departments and school sites. **E**

Plan and adjust work schedules and assign priorities. **E**

Compute unit and job costs. **E**

Determine most effective use of presses and auxiliary equipment. **E**

Prepare statistical production and activity reports. **E**

Audit employee time cards and prepares payroll time sheets. **E**

Maintain proper inventories of stock and material. **E**

Manage the section operation budget. **E**

Arrange terms and conditions of lease agreements for equipment. **E**

Arrange for proper disposal of waste materials. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and five years of experience in offset printing and copying services, including two years of lead or supervisory experience. Experience in receiving, processing, and distributing mail and monies in a large organization is desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern offset processes and methods.

Current postal rules and regulations and pertinent district policy and procedures.

Budgetary principles and procedures.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Plan, organize, and supervise operations of an offset printing service using intergrated multi-station systems.

Train and supervise others.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Establish work schedules and set priorities.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting; exposure to machinery with moving parts.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

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