

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: PRINT SHOP SUPERVISOR

BASIC FUNCTION:

Under the direction of the Superintendent, manage and supervise the print shop operations. District-wide, coordinate and direct the printing of all materials for all District departments, communications and personnel to meet District printing needs and related time lines and specifications; train and evaluate the performance of assigned personnel.

REPP ESSENTIALS BUILD

ESSENTIAL DUTIES:

Organize, direct and participate in print shop operations and a reproduction of all materials for materials for reproduction; purchase and manage supplies; print on time lines and priorities; assure related activities comply with established standards, practices, policies and procedures.

Coordinate projects, orders, requests, and printing needs; oversee the development and implementation of printing projects and programs; manage and coordinate printing project schedules; and ensure timely completion of all projects.

Train and evaluate the performance of assigned personnel; hire, fire, and direct employees; recommend personnel for promotion; and provide input on personnel matters; provide input on personnel matters; provide input on personnel matters.

Receive, schedule and prioritize printing requests; manage and coordinate printing projects; coordinate, supervise, develop, prepare and plan print orders for completion and distribution.

Supervise the operation of high-speed digital copiers, computers, and related peripheral and finishing equipment; manage and coordinate the production of various printing materials; manage and coordinate the production of various printing materials; manage and coordinate the production of various printing materials.

Review and edit original copy; oversee the production of various printing materials; manage and coordinate the production of various printing materials; manage and coordinate the production of various printing materials.

Supervise and participate in setting up and running equipment containing stapling, padding, trimming, die cutting, folding, punching, ironing, assembling and binding receipts and materials as needed; prepare and package completed projects and materials for distribution; operate a variety of reprographic equipment; bind and assemble projects.

Coordinate with the District Office for the printing and distribution of reports, forms, and other documents; arrange for billing for outside printing and distribution; prepare, distribute and follow up on invoices as needed.

Set up and operate equipment for digital printing and reproduction, scan and file documents and images for digital printing and reproduction.

Operate and set up digital plate-maker to produce plates and negatives for and develop plates according to specifications; maintain equipment and supplies in good working order and balance.

Maintain equipment in proper working condition; clean and repair equipment in response to major or minor malfunctions; perform minor repairs as directed; arrange for major maintenance and repairs as needed.

Coordinate and provide graphic arts services for the District; oversee and participate in layout planning and laying out text and images; select type and fonts; mix inks for color jobs; review completed projects to ensure quality; assist in digital printing processes and ink.

Monitor inventory levels of printing supplies; order and purchase printing supplies in accordance with established budget limits; contact vendors to coordinate purchases and obtain product and pricing information; maintain inventory.

Provide training and technical support to print shop and other staff on the operation of digital copiers, peripherals, bindery equipment, computers and related equipment in printing operations.

Oversee and participate in the preparation and maintenance of the print shop; coordinate projects; monitor and report on progress.

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

Maintain and update web site content regarding print shop information.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE

Organization and direction of print shop operations and production of a variety of materials for District school sites and departments.

Operation of digital high speed copiers, offset printing process, printer and peripheral and finishing equipment.

General business knowledge

Types, quality and quantity of materials used in printing

Print shop organization

Page layout and graphic arts design

Correct English usage

Principles and practices of printing

Composition of a contract

Oral and written communication skills

Estimating and pricing

Health and safety regulations

Receiving and shipping

ABILITY TO

Organize and coordinate 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, corrections, communications, and personnel

District printing needs

Train and evaluate the performance of assigned personnel

Receive, schedule and prioritize printing requests and orders.

Operate high speed digital copiers, offset printing process, printer and peripheral and finishing equipment.

Provide technical consultation to staff

Calculate project costs and estimate time

Review completed print for accuracy, completeness and compliance with lines, speed, resolutions, etc.

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 maintain records and prepare reports.

Observe health and safety regulations

Communicate effectively by both orally and in writing.

Establish and maintain cooperative and effective working relationships.

EDUCATION AND EXPERIENCE

Print Shop Supervisor

Any combination equivalent experience involving the operation of high-speed digital copiers, offset printing presses, print peripheral and finishing equipment, and scheduling.

LICENSES AND OTHER REQUIREMENTS:

Valid Driver's License
Maintain minimum liability automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment
Constant computer operations
Driving

PHYSICAL DEMANDS:

Dexterity of fingers to operate printing equipment and a computer keyboard
Sitting or standing for extended periods of time
Lifting, carrying, pushing or pulling of equipment
Seeing to read a variety of materials and monitor printing operations
Bending at the waist, kneeling or crouching or reaching overhead or horizontally
Reaching overhead above shoulders and horizontally
Hearing and speaking through a telephone

HAZARDS:

Working with machinery and equipment