

CAJON VALLEY UNION SCHOOL DISTRICT
PERSONNEL COMMISSION

CLASS TITLE: PRINT SHOP SUPERVISOR

BASIC FUNCTION:

Under the direction of the Superintendent, the Print Shop Supervisor is responsible for the operation of the print shop. The Print Shop Supervisor is responsible for the District's printing needs and departments, and for communicating and personnel to meet District printing needs and related time lines and specifications; train and evaluate the performance of assigned personnel.

REQUIREMENTS:

ESSENTIAL DUTIES:

Organize, direct and participate in print shop operations and a reproduction of a variety of materials for various sites and departments; establish and maintain a system of 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 related project schedules; and timely completion of projects.

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

Receive, schedule and prioritize printing requests; manage the print shop; provide technical consultation to District staff; and lay out printing projects; coordinate, display, develop, prepare and plan print orders for completion and distribution.

Supervise the operation of high-speed digital copiers, on-line printing computers, and related peripheral and finishing equipment; selection of various materials; preparation of print orders; and selection and adjusting settings and specifications as appropriate.

Review and edit original copy; oversee the production of printed materials; monitor equipment during the duplication process; determine paper; assure proper ink and water levels are maintained; and adjust color balance and registration.

Supervise and participate in setting up machines containing stapling, padding, trimming, binding, saddle stitching, 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 and finishing equipment; and bind books.

Coordinate with the District Office for printing and distribution of materials; manage the Print Shop; arrange for billing for outside printing; 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 in proper working condition; balance.

Maintain equipment in proper working condition; repair paper and equipment in response to major or malfunction; 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; assure quality of digital printing processes and ink.

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

Provide training and technical support to the 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 management of projects; material.

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 the Print Shop inventory.

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.

Types, quality

duplication.

Print shop organization

Page layout and graphic arts design

Correct English usage

Principles and practices of printing

Composition of a copy

Oral and written communication skills

Instructional techniques

Health and safety regulations

Records

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 in the print shop.

District printing needs.

Train and evaluate the performance of assigned personnel.

Receive

orders

and

schedule

and

priority

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 printed products for accuracy, complete compliance with copy lines, speed, and quantity.

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 of supervisor experience involving the operation of high speed digital printing and peripheral and finishing scheduling.

LICENSES AND OTHER REQUIREMENTS:

Valid Driver's License
Maintain minimum liability and mobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment
Constant computer vibrations
Driving

PHYSICAL DEMANDS:

Dexterity of hands 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 and twisting waist, knees, hips or ankles to retrieve materials
Reaching overhead above shoulders and horizontally
Hearing and speaking through a headset

HAZARDS:

Working with high speed printing equipment