

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, including the purchase of printing materials, the coordination of printing projects, the communication 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 a variety of materials for various District departments, including the purchase of printing materials, the coordination of printing projects, the communication and personnel to meet District printing needs and related time lines and specifications, train and evaluate the performance of assigned personnel, and the implementation of printing projects and related time lines and specifications.

Coordinate projects, orders, requests, and printing needs, oversee the development and implementation of printing projects and related time lines and specifications, and project schedules.

Train and evaluate the performance of assigned personnel, and direct employees and recommend procedures, provide input to the Superintendent and timely completion.

Receive, schedule and prioritize printing requests, including the purchase of printing materials, the coordination of printing projects, the communication and personnel to meet District printing needs and related time lines and specifications, and the implementation of printing projects and related time lines and specifications.

Supervise the operation of high-speed digital copiers, on-line printing computers, and related peripheral and finishing equipment, including the purchase of printing materials, the coordination of printing projects, the communication and personnel to meet District printing needs and related time lines and specifications, and the implementation of printing projects and related time lines and specifications.

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, ultrasonic, saddle stitching, folding, assembling and binding equipment; materials to receive, prepare and package complete projects and materials for distribution; operate a variety of reprographic equipment; and bind books.

Coordinate with the District Office for the preparation and distribution of materials; arrange for billing for outside projects; 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 and maintain equipment in proper working condition.

Maintain equipment in proper working condition; repair paper and 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; and assist in 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 support to print shop and computer users 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 equipment.

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.

CONCEPTS

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

Estimation of cost

Health and safety regulations

Receiving

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 and 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 printed products for accuracy, complete compliance with specifications, line 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 procedures. 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
Maintain qualification for mobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop
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 materials
Seeing to read a variety of materials and monitor printing operations
Bending and twisting of the 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