



## Position Description

<b>Position:</b> Reprographics/Mail Services Supervisor Finance and Administrative Services	<b>FLSA:</b>  Exempt
<b>Evaluated by:</b> Vice President of Finance and Administrative Services	<b>Salary Range:</b>  11

### Summary

Under the general direction of the Vice President of Finance and Administrative Services, the Reprographics/Mail Services Supervisor manages and coordinates all phases of the Reprographic Center and Mail Services. Advises campus clients on time efficiencies and counsels them on cost effective procedures in both digital and offset printing. Coordinates and negotiates pricing with outside vendors for production of campus publications.

### Essential Duties and Responsibilities

- Responsible for the day-to-day operation of Reprographics and Mail Services.
- Coordinates the production workflow, orders all supplies, monitors vendor maintenance agreements. Advises campus clients on time efficiencies and counsels them on cost effective procedures.
- Functions as a skilled operator, in production of color digital workflow within the reprographic center.
- Maintains all necessary records and logs. Writes invoices and reports meter readings using database and electronic accounting/management reporting software.
- Researches and analyzes emerging technologies that create timely and efficient workflow. Also manages the variable data printing operations that employ digital imaging system to further the District's marketing efforts and Foundation fundraising.
- Directly supervises classified employees including training, handling yearly performance evaluations, approving overtime, skills at conflict resolution; trains and supervises student help.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Manages the department budget.
- Approves expenditures according to established guidelines.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.



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### Knowledge, Skills and Abilities

- Knowledge of digital printing.
- Knowledge of financial and personnel management.
- Knowledge of computer applications in financial reporting, word processing, spreadsheet and data base programs.
- Knowledge of desktop publishing including, Adobe Photoshop, Adobe Illustrator, Adobe In Design, Adobe Acrobat and QuarkExpress.
- Knowledge of electronic file transfers
- Knowledge of page/image manipulation.
- Knowledge of pre-press/page assembly software & variable data printing.
- Knowledge of database and electronic accounting/management reporting, web page development and digital wide format.
- Knowledge of wide format design and printing.
- Knowledge of postage regulations and procedures.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, and staff.

### Education and Experience

- Possession of an associate degree (or the completion of sixty (60) semester college units) and three years of experience in supervising or lead work in a production print shop/high speed copy center environment.