



Position Description

Position: Reprographics Supervisor	Position Number: 480801
Department/Site: Reprographics	FLSA: Exempt
Evaluated by: Executive Director of Development & External Relations	Salary Range: 10

Summary

Under the general direction of the executive director of development & external relations, the position of reprographic supervisor manages and coordinate all phases of the Reprographic Center involving digital operations, financial/technological planning, customer service, long range planning and production overflow. Advises campus clients on time efficiencies and counsels them on cost effective procedures in both digital and offset printing. Coordinates with outside vendors for production of campus publications.

Essential Duties and Responsibilities

- Responsible for the day-to-day operation of reprographics.
- Coordinate the production workflow, orders all supplies, monitors vendor maintenance agreements. Advises campus clients on time efficiencies and counsels them on cost effective procedures.
- Function as a skilled operator, in production of color digital workflow within the reprographic center.
- Maintain all necessary records and logs. Write invoices and report meter readings using database and electronic accounting/management reporting software.
- Research and analyze emerging technologies that create timely and efficient workflow. Also manage the variable data printing operations that employ digital imaging system to further the District's marketing efforts and Foundation fundraising.
- Directly supervise classified employees including training, handling yearly performance evaluations, approving overtime, skills at conflict resolution; train and supervise student help.
- Perform related duties as assigned.

Qualifications

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.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.



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- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.

Physical Abilities

- Incumbent must be able to function effectively indoors in a printing/reprographics shop environment engaged in work of primarily active nature.
- Requires visual acuity to write and read printed materials and computer screens, and observe printing processes.
- Requires speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment.
- Requires ambulatory ability to stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate printing, photocopying, and other equipment.
- Requires strength to carry heavy weight (max. 75 lbs.) materials and supplies.

Education and Experience

- Possession of an associate's degree from an accredited two year college. Three years experience in supervising or lead work in a production print shop/high speed copy center environment.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.