

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SUPERVISOR – PRINT SHOP

GENERAL STATEMENT OF JOB

Under occasional supervision, supervises, coordinates and participates in printing and computer aided press production work for the School District. Work involves scheduling workload and ensuring high quality Print Shop output through hands-on supervision; training Print Shop employees; ordering necessary supplies; and billing print projects. Work also involves establishing equipment maintenance schedules and performing various minor repairs to maintain printing and related machines and equipment. Employee is also responsible for overseeing some computer-aided design work and assisting in computer software enhancement decisions. Employee must exercise considerable tact and courtesy in frequent contact with GCS employees at various levels.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assigns, directs, and supervises a staff of specialized printing personnel; coordinates application of established policies and procedures to ensure compliance with applicable laws and regulations, and to foster efficient and accurate delivery of services; reviews subordinates' work, and assists and advises staff as necessary, resolving problems as non-routine situations arise.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., submitting such records and reports as required by Schools' management.

Performs printing services as requested; this includes computer aided high speed digital copying, binding, stapling, collating, folding, etc.; examines material in process and suggests improved methods of production.

Oversees computer aided design functions for print jobs.

Analyzes requisitions for printing to determine method of production, availability and specification of machines, and machine operator.

Confers with persons requesting printing to determine preference of methods and materials.

Schedules workload and oversees Print Shop employees to ensure assignments are performed in an efficient and effective manner.

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Maintains file indicating priority, date due and status of job.

Oversees preventive-maintenance program, prepares maintenance schedules, and performs routine maintenance on Print Shop equipment.

Orders necessary supplies for Print Shop operations.

Provides training to new and existing employees on Print Shop methods and standard operation procedures.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, supplemented by vocational training in printing operations and computer aided printing, with at least 5 years experience in print shop operations preferably with some supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including various printing presses, computers, copiers, cameras and bindery equipment including drills, cutters, collators, etc. Must be able to exert up to 50 pounds of force occasionally, and/or a negligible amount of force constantly to push, pull carry or otherwise move objects. Physical requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, invoices, requisitions, safety rules, operating and maintenance instructions, procedure manuals, etc. Requires the ability to prepare correspondence, purchasing and printing requisitions, maintenance

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contracts, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using a variety of technical or professional languages including graphic arts terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine percentages and decimals; and to apply the theories of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using print shop equipment.

Manual Dexterity: Requires the ability to handle a variety of items including print shop equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of operating printing machinery and related equipment.

Considerable knowledge of printing services required in the District.

General knowledge of how to maintain and perform simple repairs on printing equipment.

General knowledge of the principles of supervision, organization and administration.

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Ability to train and support staff.

Ability to develop and implement work schedules.

Ability to maintain simple logs and records.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.