

Job Description
MOORE PUBLIC SCHOOLS

10.10

Job Title: **Printing Shop Supervisor**

Qualifications:

Credentials: **None**

Education: High school diploma and specialized vocational experience in or after high school in print shop operations.

Training or Experience Required: 3 years experience in all phases of a large print shop overseeing printing, typesetting, graphic art, press, etc. School experience desired.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, graphs, diagrams, maps or instruction material.

Business Machines/Other equipment: Uses business machines/equipment that requires thorough competence learned from actual experience or training: such may include camera work, offset presses, copiers, folder/stitchers, computers and software programs like Harvard Graphics, etc.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Site: **Print Shop**

Reports To: **Director of Curriculum**

Job Goal (Purpose of Position): Performs supervisory level print shop duties under limited supervision to oversee all printing needs of the district. An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operating procedures. On occasion will have to utilize discretion, ingenuity and independent judgment due to the complexity of the job.

Printing Shop Supervisor (2 of 3)

Contact with Others: An incumbent in this position has regular contact with other staff members, school districts and the public. Gathers and/or handles routine, simple information and responds to routine questions.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Processes all jobs of printing within the district.
2. Assists in meeting the district's public relations goals.
3. Trains and supervises printers, graphic artist, and other staff.
4. Orders all paper and supplies necessary in the overall plant operation.
5. Prepares budgets, figures costs, maintain records of all jobs and transactions.
6. Plans and supervises work produced on all printing and bindery equipment.
7. Operates equipment and adjust and correct mechanical failures.
8. Arranges for and supervises installation and major repairs to printing presses and other equipment.
9. Works with administrators, department heads, secretaries, and other staff members, as appropriate, in determining copy layout, stock, ink and other aesthetic and practical elements of a given job.
10. Develops schedules and deadlines and seek instructions from the Director of Curriculum in determining priorities.
11. Performs other duties as assigned by the Director of Curriculum.

Supervision exercised: An incumbent supervises other print shop employees.

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Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to operate all equipment within the print shop. See those jobs for specific requirements.

TERMS OF EMPLOYMENT: 251 days per year

SALARY: Category I
Salary to be determined by Board

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
Revised 1998-99 Negotiated Contract
Revised 01-16-01