



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., – Hemet, CA 92545-3637 - (951) 765-5100

## **Instructional Publication Center Supervisor**

### **JOB SUMMARY**

Under direction of the Director of Purchasing, Instructional Publication Center and Warehouse has supervisory responsibilities for the Print Services classifications of employees; plans, organizes, supervises Instructional Publication Center Operations. Supervises all graphic design operations and performs related duties as required.

### **ESSENTIAL JOB FUNCTIONS**

- Supervise Print Services staff by determining workloads and schedules.
- Plans, processes, prioritize work orders to the appropriate personnel to ensure efficient operation.
- Establish goals, priorities and expectations, and to develop the action plans and strategies for accomplishing them.
- Promotes team involvement and participation in setting goals, priorities for safe, efficient and effective Instructional Publication Center operation.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Monitors and evaluates the completion of work orders.
- Create marketing materials school sites and departments can use in day to day operations.
- Develop projects to best utilize the services of the Instructional Publication Center for the purpose of school climate and fiscal responsibility.
- Develop and manage further capabilities in the Instructional Publication center.
- Supervise Graphic Design output for quality control.
- Provide school site training and consulting as needed for yearbook design and production in the Instructional Publication Center.
- Meet with school sites and departments regularly for school culture and climate projects such as window and wall graphics.
- Assist in operating all Instructional Publication Center equipment as needed.
- Assists with internal records retention system (i.e. training, scanning, indexing, retrieval and destruction).
- Attends meetings as needed for the purpose of conveying and/or gathering information required to conduct departmental activities and perform functions.
- Completes print jobs (i.e., counting, assembling, sorting, shrink wrapping, packaging and boxing) for the purpose of accurate and efficient distribution of the finished product to the customer.
- Operates bindery equipment (i.e. staplers, paper collator, folder, drill, cutter, spiral binding, hot gluing and padding) for the purpose of finishing production work.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS**

Skill in the operation of computer, printing and bindery equipment. Skill in the creation of a correct and finished product for distribution. Skill to perform basic clerical functions, perform basic math calculations, use English in verbal and written form, use correct grammar, punctuation and spelling. Knowledge of the various graphic file types, file conversion, application compatibility, file compression, and equipment used in a graphic services organization. Knowledge of color printing characteristics associated with color spaces of RGB and CMYK. Knowledge of the equipment used in a graphic services organization. Knowledge of the proper use and storage of print and cleaning agents, paper, film, etc. Knowledge of the care and repair of graphic services equipment. Ability to perform a variety of specialized and responsible tasks, maintain

## **Instructional Publication Center Supervisor**

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records and files, establish and maintain cooperative working relationships with students, parents and other school personnel.

### **EDUCATION**

Equivalent to graduation from high school. Bachelor degree in related field preferred and/or three (3) or more years managing in a related field.

### **EXPERIENCE**

Six (6) years of experience working in a printing or graphic trade showing progressing degree of responsibility. Customer service experience required. Office and/or organizational leadership skills desired.

### **REQUIRED LICENSES AND/OR CERTIFICATES**

- Valid California Drivers' License

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions.

#### **Physical Demands:**

Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 68 pounds, frequently lift up to 50 pounds and consistently lift a minimum of 10 pounds; have the capability to push 53 pounds maximum force and possess the capability to pull 53 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

#### **Working Conditions:**

Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other district staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to: Noise/Vibration (High-speed graphics machinery, etc.); Mechanical Hazards: Inspecting equipment, machinery, electrical, etc. Other Atmospheric Hazards: Fumes/Odors (Chemicals, glue, solvents, inks, etc.) Dust (Paper dust, copier inks, etc.)

### **EMPLOYMENT STATUS**

Classified Management Position

July 2017