



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

REPROGRAPHICS MANAGER

JOB SUMMARY

Under the Direction of the Director of Purchasing and Contracts, supervises, plans, organizes, coordinates and participates in the operation of the District Reprographics Department, employing various types of skilled tasks in setting up, operating, and maintaining high speed digital presses, copiers, duplicators, bindery and related equipment as efficiently and economically as possible to meet the needs of the District for publication and instructional materials, as well as performing other related duties as assigned.

EXAMPLES OF DUTIES

- Supervise, coordinate, and participate in the activities of the District reproduction department, to include printing, bindery, and digital imaging for the purpose of producing materials in the most efficient and cost effective manner to the District; and, producing computer generated materials with information provided.
- Identify and develop department requirements, programs and associated procedures for the purpose of providing the best product and services the District.
- Plan, develop and recommend budgetary expenditures.
- Perform layout and design of materials to be reproduced, including assistance in the design, format, and layout of forms, booklets, teacher guides, flyers, business cards, letterhead, workbooks, posters and other related material.
- Perform complex printer execution programming for digital reproduction systems according to specific job requirements.
- Establish and maintain connection between reproduction equipment and district network.
- Maintain current knowledge of digital reprographic and printing technologies, including presses, duplicators, cutting equipment, and bindery equipment.
- Monitor and maintain process standards of reproduction in compliance with District print protocols.
- Operate, adjust and maintain a variety of high speed standalone and network reproduction equipment.
- Operate a delivery system that ensures delivery of printed material to customers in an efficient and expeditious fashion.
- Confer with District personnel in the coordination and scheduling of materials to be reproduced.
- Maintain a variety of records and files pertaining to the reprographics department.
- Manage, coordinate, and evaluate the work of reprographics department personnel.
- Remain current and monitor compliance with respect to copyright laws and trademarks.
- Perform product analysis and purchase for the purpose of creating end product and ensuring quality within budgetary requirements.
- Make recommendations to District staff regarding the lease and purchase of copiers and duplicating equipment at District sites.
- Maintain District copier fleet and advise District staff on equipment recommendations for sites and departments.
- Perform preventative maintenance on equipment;
- Request contractual printing and reprographic services;
- Requisition supplies for reprographic and printing equipment;
- Estimate material and labor costs.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of computer hardware and software and applicable software applications;
- High speed copiers, perfect binders, cutters, poster makers, laminators, duplicators and delivery methods;
- Math Skills;
- Computer Software, both office related and design;
- Prepress and print management software;
- State and Federal copyright laws;
- Principles and practices of effective supervision;
- Safety regulations and practices applicable to a reprographic unit;

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KNOWLEDGE AND ABILITIES (Continued)

- Advanced operator product training;
- Customer service;
- Problem solving aptitude;
- Listening and communication skills;
- Methods and materials used in reproduction work;
- Effective supervisory techniques.

Ability to:

- Manage personnel and services;
- Communicate effectively and problem solve;
- Price and estimate project costs;
- Create and design original layouts and artwork;
- Use English in both written and verbal form;
- Use correct grammar, spelling and punctuation;
- Perform basic math calculations
- Knowledge of computer hardware and software and applicable software applications;
- Maintain written records, plan and manage projects;
- Use of high speed copiers, perfect binders, cutters, poster makers, laminators, duplicators and delivery methods;
- Maintain written records, plan and manage projects;
- Organize, coordinate, and evaluate the work of others;
- Maintain a variety of records and files, and to make complete and concise reports;
- Operate a variety of reproduction and graphic arts equipment;
- Understand and carry out oral and written directions;
- Conduct a program of in-service training in reprographics operations;
- Work under constant pressure of changing priorities and deadlines;
- Show pride in work and pay attention to detail;
- Work with minimal supervision;
- Troubleshoot electronic document transfer and retrieval issues;
- Adapt and provide customer service in a changing environment;
- Establish and maintain effective working relationships with others;
- Oversee the printshop and duplication areas;
- Optimize print equipment for maximum output;
- Send and receive emails and research information through the internet;
- Meet critical deadlines.

EDUCATION and EXPERIENCE

High School Diploma or General Education Diploma (GED). Any combination of training and experience, which would indicate possession of the knowledge, skills and abilities listed herein:

8 years of experience in a digital printing environment, with experience in a governmental agency, and three (3) years of supervisory experience supplemented by course work or training in digital printing, or other related subject areas.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

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HEALTH/PHYSICAL ABILITIES

The physical and emotional capabilities required to perform the assigned duties of this class; ability to travel to various district facilities.

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 essential job functions.

Physical demands: Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, push, pull, twist (occasionally); lift/carry up to 50 pounds (frequently); use fingers, wrists or hands repetitively, speak clearly, hear normal voice conversations, have color vision, distinguish shades, use a computer and telephone,

Working Conditions: work inside exclusively, exposed to high temperatures when near reproduction equipment, loud noises, in direct contact with District staff, without guidance from supervisor, with a high volume of work and tight deadlines, continuously changing priorities.

Psychological Demands:

Follow safety procedures and written and verbal instructions; work co-operatively with staff, students, contractors and the public; make independent decisions; work autonomously; demonstrate good problem-solving skills; organize tasks, set priorities and meet deadlines; manage multiple tasks; direct, supervise and instruct others; respond appropriately to evaluation and changes to the work setting.

Employment Status

Classified Management Position

August 2007