

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Manager, Printing & Production Services

DEFINITION

Under general direction, manages the day-to-day functions of the department; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Technical and clerical personnel as assigned

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Manages the daily operations of the department; reviews and organizes all external and internal printing functions; plans, initiates, and determines appropriate printing systems; oversees scheduling and ensures timelines are followed; researches, analyzes, evaluates, and forecasts trends in commercial technology and processes in relation to the successful operation of services; conducts cost analyses to determine the most cost effective methods for meeting the organization's printing needs; obtains competitive quotes and prices with outside vendors; verifies vendor invoices and authorizes payment; provides printing services and technical support to other school districts, agencies, and other county offices; responsible for complying with county, state and federal guidelines for handling, storage and disposal of hazardous waste; develops and oversees procedures; participates in school site inspections in accordance with the Williams Act requirements; responsible for the training and for safe work environment for personnel; selects, trains, motivates, supervises, and evaluates the work performance of staff; analyzes and forecasts staffing requirements; anticipates equipment replacement needs and recommends a schedule for short and long term replacement; evaluates recommends new equipment and systems; maintains records on all equipment; keeps current on printing technology techniques; develops and maintains databases to track projects and inventory.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of educational training and experience which demonstrates the ability to perform the duties including in-depth training and experience in government agency operations, and both offset and digital offset printing services; coursework in printing or a printing apprenticeship desirable; previous successful lead or supervisory experience.

Knowledge of

Principles of supervision including selection, training, and evaluation; laws and regulations regarding handling, storage and disposal of hazardous materials; technical aspects of offset and digital offset printing; standard software applications including desktop publishing (InDesign, Publisher, Photo Shop); oral and written communication skills to communicate effectively with staff, other departments, public agencies, vendors, and the general public; employee training and supervisory techniques.

Skill and Ability to:

Operate a variety of printing systems; develop budgeting forecasts and equipment needs; monitor expenditures within budget; troubleshoot and perform minor maintenance on equipment; perform safety inspections and advise remedies; interpret fiscal policies and determine impact on services; prepare clear and concise written proposals and procedures; work cooperatively and effectively with individuals and groups; interpret policies, regulations, contracts and laws; set priorities and evaluate progress.

Revisions approved by Personnel Commission 11/9/10

Approved by Personnel Commission 10/11/89

Previous Job Title: Multilith Supervisor

Previous Job Title: Chief, Printing and Production Services