

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Manager, Printing & Production Services

DEFINITION

Under general direction plans, organizes, evaluates, and supervises all reproduction functions.

DIRECTLY RESPONSIBLE TO

Coordinator, Support Services

SUPERVISION OVER

Technical and clerical personnel as assigned.

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

Establishes and organizes all external and internal reproduction functions. Plans, initiates, and determines printing systems to insure a responsive reproduction program. Analyzes, evaluates, and forecasts trends in commercial technology and processes in relation to the successful operation of the reproduction service. Evaluates new technology in regard to concepts, work theories, and system applications. Conducts cost analyses to determine the most cost effective methods for meeting reproduction needs. Establishes price schedules with outside vendors. Provides reproduction services and technical support to other school districts and other county offices. Maintains contact with County and State agencies to share work process, procedures, and applications. Assists County Office department heads and other agencies in determining and fulfilling department needs. Recommends changes to policy concepts in relation to printing functions. Identifies and recommends appropriate vendor support. Plans, creates, and maintains work systems for processes within the print shop. Develops reproduction procedures. Responsible for the training and for safe work environment for personnel. Selects, trains, motivates, supervises, and evaluates the work performance of technical and clerical staff. Analyzes and forecasts staffing requirements. Establishes and maintains equipment including anticipating equipment replacement needs and establishing a program for short and long term replacement. Analyzes new equipment design; evaluates, determines, and selects appropriate equipment and systems. Maintains records on all equipment. Keeps abreast of new printing techniques. Determines staff training inservice needs. Performs related duties as assigned.

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 a reproduction department with all phases of the reproduction process; previous successful supervisory experience desirable.

Knowledge, Skills, and Abilities

Knowledge and skills in supervision including selection, training, and evaluation of personnel. Knowledge of printing concepts including operating offset presses, camera equipment, bindery equipment, stitching, safety procedures for handling dangerous chemicals and disposal of chemicals, and types of paper and ink. Ability to evaluate printing systems and develop long range forecasts and subsystems. Oral and written communication skills to communicate effectively with County Office personnel, administrative staff, public agencies, and the general public. Ability to interpret fiscal policies and determine impact on reproduction services. Skill to prepare clear and concise written proposals and procedures. Ability to coordinate department functions including emergency situations with sensitivity to department staff needs.

Approved by Personnel Commission 10/11/89

Approved by County Board

Previous Job Title: Multilith Supervisor

Previous Job Title: Chief, Printing and Production Services