

DOCUMENT CENTER SUPERVISOR**DEFINITION:**

Under supervision of the Assistant Superintendent of Operations, plan, coordinate, and direct the operations and personnel of the District's Document Center; assure the timely, accurate, and cost efficient operation of the department, and plan and provide short- and long-term production strategies to meet customer and employee requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer and manage the District's Document Center.
- Plan and coordinate scheduling for various shifts digital printing, sheet-fed press printing, bindery, and outside printing buy out.
- Analyze print requests; counsel users on proper presentation of materials; confer with requesting department/school/user to establish printing requirements and select the most cost effective method of printing; prepare job costs and time estimates, and keep them informed of work in progress.
- Communicate with administrators, staff, and outside organizations to coordinate activities, resolve issues, and exchange information regarding printing needs and timelines.
- Maintain control of perpetual inventory control system for paper stock, bindery, digital, pre-press, and press supplies; requisition and order all necessary paper and supplies; communicate with outside vendors regarding pricing and supplies.
- Prepare master copy for production from rough copy, as necessary, utilizing equipment required to produce camera-ready copy.
- Prepare printing instructions to maximize efficient utilization of personnel, stock and equipment.
- Provide support to staff in the reproduction of a wide variety of printed materials; instruct and assist employees in the setup, adjustment, and maintenance of equipment.
- Operate an offset press, high-speed copier, and other related equipment for high volume reproduction and distribution of materials for the District and staff.
- Ensure the equipment is in efficient working order; establish and enforce quality and safety guidelines.
- Train employees to operate a variety of duplicating and ancillary equipment; supervise and evaluate assigned staff; participate in decisions involving the recommendation of employment, promotion, demotion, transfer, disciplinary actions and dismissal of personnel.
- Manage cost accounting records for automated data processing systems used to charge back services to departments/schools/users; determine product pricing to cover costs in order to maintain a 0% expense to revenue ratio; prepare invoices and charges to be made.
- Evaluate cost of in-house services to outside services; make estimates of equipment, materials, and personnel needed for general work production and special projects.
- Keep abreast of the state-of-the-art equipment and methods, which can reduce costs.
- Identify the need for equipment repair; schedule maintenance according to the Document Center's printing schedule.
- Purchase document signature authority for all printing supplies.
- Prepare reports and maintain records as required.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Methods, materials and equipment utilized in document center operations; operation and production capabilities in digital, high-speed, high-volume copiers, sheet press printing, and related bindery

equipment; estimating costs and materials for printing and bindery; paper weights, grains, and characteristics related to different equipment; perpetual inventory control systems; inks and color applications related to sheet press printing; computer skills related to high-speed, high-volume copiers; layout of work; basic principles in book binding related to bindery; principles of effective work organization and management; principles and practices of supervision and training; negative stripping, reporting and budgeting; automated data processing systems related to billing and scheduling; modern duplicating/reproduction equipment and methods; personal computers and application software, i.e. Microsoft Word, Excel, Page Maker 6.5, Publisher 2002.

Ability to:

Plan, organize, supervise, direct and evaluate the work of subordinate personnel; produce quality printed work according to established production standards; identify short and long term printing goals, making recommendations on the most efficient ways to meet publication needs; operate and train others in the use of state of the art document center and standard office equipment; follow written and oral directions; communicate effectively both orally and in writing; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school.

Physical Performance Requirements:

Frequent lifting of up to 25 pounds with occasional lifting of up to 50 pounds with or without assistance.
Frequent standing or walking with bending, stooping, squatting and twisting.

Licenses:

Possession of a valid California Driver's License.

Board Approved: September 10, 1980

Revised: September 5, 1984

Revised: August 30, 1988 (Rg only)

Revised: December 12, 1997

Revised: September 5, 2000 effective July 1, 2000

Revised: October 8, 2002