

KYRENE SCHOOL DISTRICT, ARIZONA CLASS SPECIFICATION

CLASS TITLE: **Print Shop Supervisor**

BAND	GRADE	SUBGRADE
B	3	1
DEPARTMENT: Communications	ACCOUNTABLE TO: Executive Assistant to the Superintendent	FLSA STATUS: Non -Exempt
CLASS SUMMARY: Incumbent is responsible for the supervision of all print shop activities to include assigned staff and budgetary resources. Duties include: supervising print shop personnel to include conducting and signing performance evaluations, conducting daily staff meetings, and determining daily production schedule and assigning incoming jobs to press; preparing inputs for annual print shop budget and monitoring cost accounting system; obtaining quotes from commercial print shops for work to be sent out; preparing job quotes for customers outside the District; ordering supplies and communicating needs or problems to vendors; providing training on the operation of presses; contacting and coordinating service and repairs of printing equipment and copiers through outside sources; reviewing orders for copyright compliance and obtaining permission to copy when necessary; and, inventorying supplies and writing purchase orders.		
DISTINGUISHING CHARACTERISTICS: The Print Shop Supervisor is distinguished from all other levels in the print shop by the responsibility of full supervision of staff and budget input and oversight. This position is also required to be on-call.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, conducting daily meetings, interviewing applicants, and conducting performance evaluations.	Daily	B3
2.	Determines daily production schedule and assigns incoming jobs to press.	Daily	B2
3.	Reviews orders for copyright compliance and obtains permission to copy.	Daily	B2

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4.	Prepares job quotes for customers outside the District.	Daily	B2
5.	Provides training for and operates, maintains, and repairs copiers, binders, collators, laminators, shrink wrapper, wire stitch, electric power cutter, paper drill, presses, cameras, and adding machines.	Daily	B2
6.	Orders supplies and communicates needs or problems to vendors to include determining stock requirements and vendor costs. Inventories supplies and writes purchase orders and specifications.	Weekly	B2
7.	Contacts and coordinates service and repairs of printing equipment and copiers through outside sources.	Weekly	A1
8.	Prepares inputs for annual print shop budget and monitors cost account system.	Weekly	B2
9.	Obtains quotes from commercial print shops for work to be sent out.	Monthly	B2
10.	Coordinates building repairs through the Maintenance department.	Monthly	A1
11.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- Correct method for operating printing presses, cameras, copy machines, and related equipment;
- Mathematics and accounting;
- Copyright laws;
- Basic safety and Occupational Safety and Health Administration (OSHA) Laws.

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Skills (position requirements at entry):

Skill in:

- Using equipment such as copiers, binders, collators, laminators, shrink wrapper, wire stitch, electric power cutter, paper drill, presses, cameras, and adding machines;
- Scheduling production;
- Training employees;
- Prioritizing and organizing work;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in Business or closely related field and three years experience working at the journey level in a print shop or graphic arts environment; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None required.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, chemicals, and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98