

The Printing Services Manager is responsible for leading activities within Printing Services. This position has expertise in effectively managing printing operations, printing services, contracts, and departmental resources.

Chain of Command

The Printing Services Manager reports to the Director of Business Services.

Competencies of the Printing Services Manager

- **Accountability** – Holds self and others accountable for high quality, timely and cost effective results.
- **Results Oriented** - Determines objectives, sets priorities, and delegates work.
- **Resilience** – Effectively deals with pressure, production and timely turnaround on printing requests.
- **Transformational Leadership** – Assumes leadership of a team to empower staff to create, innovate and address the need for change within the department.
- **Problem Solving** – Identifies and analyzes problems and makes recommendations.
- **Communication** – Effectively communicates positive and proactive communication strategies with staff, customers and vendors.
- **Developing others** – Develops the ability of others to perform and contribute to the organization by providing consistent feedback and opportunities to learn and increase capabilities.
- **Innovation** – Develops and executes ideas for additional services and new partnerships.
- **Vision** – Takes a long term view and builds a shared vision with others to make changes when necessary and translate vision into action.

Essential Duties

- Lead and direct all activities related to Printing services including production schedules, oversight of print shop revenues/expenses, upkeep and continuation of related facilities/equipment, and overall product quality.
- Communicate effectively on pricing and production schedules to internal staff and external customers via purchasing agreements with other school districts.
- Provide financial input on department budget and future revenues and expenditures.
- Grow programs and services that enhance and promote printing services.
- Establish and maintains effective working relationships with staff, customers, and vendors.
- Develop, monitor, and analyze key metrics related to Printing Services.
- Modify and implement best practices to the manufacturing and production process; refine and continuously improve operational functions, processes, and services.
- Hire, supervise, and evaluate daily activities for staff; facilitate the development of departmental staff.
- Participate in local conferences and meetings with district personnel, purchasing groups, and school staff as necessary.

Education and Experience

Bachelor's Degree in appropriate discipline and three years' experience in a directly related field are required; based upon assignment, Master's Degree in an appropriate discipline may be required; or, an equivalent combination of education and experience, sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing / Certification Requirements

AZ fingerprint clearance card may be required based upon assignment.

Date Revised 10.2019