

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PRODUCTION SERVICES SUPERVISOR**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Purchasing & Materials Mgmt	C/4/2	Exempt

<u>CLASS SUMMARY:</u>
<p>The Production Services Supervisor is a standalone production services class. Incumbents are responsible for the supervision of all print shop, copy and related repair activities including staff, budget, and operations.</p> <p>Duties include staff and operations oversight of printing and copying functions; determining production schedules; assigning incoming jobs to press; preparing budgets and monitoring expenses; obtaining quotes from commercial providers for work to be done outside the District; resolving problems and issues with vendors; providing training on the use of presses and other printing equipment; coordinating service and repair of printing equipment and copiers; and reviewing orders for copyright compliance.</p> <p>Incumbents supervise staff performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.</p> <p>The Production Services Supervisor is distinguished from other production services classes in the focus on supervision of District printing, copier repair, and related repair functions.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Oversees and manages print shop including printing, copying and related repair operations including supervising staff; managing budget and expenditures for the functions; and manages daily printing, copying and repair activities including District specific and outside of District clients .	Daily 50%	C/4
Troubleshoots printing, copy, and repair issues in concert with District and other clients.	Daily 15%	C/4
Prepares job quote for customers; orders supplies; and communicates with vendors regarding jobs, stock requirements, and costs.	Weekly 15%	B/2
Establishes intergovernmental agreements as necessary to enable printing support for other school district customers.	Quarterly 5%	C/4
Performs other duties of a similar nature and level as assigned.	As Required	



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Training And Experience:

Associate's Degree in business, information technology or related field and three years experience working at the journey-level in a printing or graphic arts capacity is required; Bachelor's Degree is preferred; 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:

- None

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
Printing business principles and procedures;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Supervising printing-related business functions;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

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

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

