

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Supervisor, Printing	<b>CLASSIFICATION:</b>	Classified Non-Represented Supervisor
<b>SERIES:</b>	Supervisor IV	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1418	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Central Printing	<b>SALARY:</b>	Range 22 Salary Schedule G2
<b>REPORTS TO:</b>	Ken A. Forrest, Chief Business Officer	<b>BOARD APPROVAL:</b>	09-22-03
		<b>CABINET REVISION:</b>	05-01-13

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**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, and direct the operation of the Central Printing Services Department in order to meet district printing needs and timelines requiring independent judgment and analysis; ensure proper regulation of workflow, frequently involving heavy volume and close deadlines; supervise, evaluate, train, and direct the performance of assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Supervise, plan, organize, coordinate, and direct the operation of the Central Printing Services Department in order to meet district printing needs and timelines requiring independent judgment and analysis; ensure proper regulation of workflow, frequently involving heavy volume and close deadlines. **E**

Supervise, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Supervise the operation of digital high-speed printing equipment, offset presses, reproduction and bindery equipment, and computer work station. **E**

Utilize computer desktop publishing programs to design and typeset a wide variety of documents, forms, brochures, etc., as well as photo manipulation, drawing, and graphics software packages. **E**

Evaluate incoming job orders, and ensure that instructions are clear; check completion due dates and special job needs; plan, organize, prioritize, and schedule digital, reproduction, and printing work; monitor daily job due dates.

Estimate cost of materials and labor according to established procedures; input job data into a computer database; correct computer-generated job tickets; approve cost of jobs for billing; maintain related records. **E**

Develop specifications for jobs requiring an outside vendor; contact vendors to obtain price quotes; organize and write instructions for vendors. **E**

Oversee and participate in daily print shop operations; shoot camera-direct plates for the printing presses; shoot negatives and half-tones, plus strip both single color and multi-color pieces into flats with extremely tight tolerances; assure safe and efficient operation of equipment. **E**

Provide solutions to staff with problem-solving issues, such as equipment problems, registration, ink, paper, correct image placement, and chemical imbalance; ensure staff provides customers with appropriate submission of documents. **E**

Communicate with district personnel and departments to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding design, format, and scheduling of special printing work; confer with district personnel regarding digital, reproduction, and printing needs; operate a vehicle to conduct work. **E**

Research, evaluate, and confer with vendors regarding Central Printing Services Department supplies, materials, and equipment; order supplies and materials according to established procedures; receive and store equipment and supplies; maintain supply inventories as appropriate. **E**

Prepare reports and maintain records of department operations and activities such as attendance, time sheets, inventory, and other related documentation as directed. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift moderately heavy objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree, and six years of increasingly responsible experience in print shop operations including printing design, typesetting, prepress, press operation, and bindery, as well as a solid computer background and desktop publishing experience using Microsoft Publisher, Adobe PageMaker, and related graphics software.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license; provide personal automobile. Overall scores in computer software QWIZ testing program preferred as follows:

Keyboarding .....	65 Correct WPM
Word .....	95% Overall Score
Excel or Access.....	95% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Standard and digital printing operations, techniques, procedures, maintenance, and the printing industry.
- Methods, materials, tools, and equipment used in direct impression and offset printing and in plate preparation.
- Preparation and administration of printing schedules.
- Inventory and proper storage methods and practices; inks and paper stock used in the offset process.
- Technical aspects of field of specialty.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.  
 Presentation, communication, and public speaking techniques.  
 Correct English usage, grammar, spelling, punctuation, and vocabulary.  
 Reading and writing English communication skills.  
 Interpersonal skills using tact, patience, and courtesy.  
 Operation of a computer terminal, related software, and other office equipment.  
 Principles and practices of effective supervision.  
 Health and safety regulations.

**ABILITY TO:**

Implement and operate new sophisticated web based software.  
 Supervise, plan, organize, coordinate, and direct the operation of the Central Printing Services Department in order to meet district printing needs and timelines requiring independent judgment and analysis.  
 Ensure proper regulation of workflow, frequently involving heavy volume and close deadlines.  
 Train, supervise, and evaluate the performance of assigned staff.  
 Supervise the operation of digital high-speed printing equipment, offset presses, reproduction and bindery equipment, and computer work station.  
 Utilize computer graphic programs to design and typeset a wide variety of documents, forms, brochures, etc.  
 Locate vendors to match different types of printing to achieve best-cost savings.  
 Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.  
 Research, analyze, compile, verify data, and prepare reports.  
 Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
 Maintain confidentiality as appropriate.  
 Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.  
 Operate a computer and related software to enter data, maintain records, and generate reports.  
 Communicate effectively, and maintain cooperative and effective relationships.  
 Analyze situations accurately, and adopt an effective course of action.  
 Work independently with little direction; prioritize, schedule, and meet timelines.  
 Compose correspondence and written materials independently.  
 Utilize effective leadership skills that work well in a team setting.  
 Meet district standards of professional conduct as outlined in Board Policy.  
 Lift moderately heavy objects according to safety regulations.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Print shop environment; exposure to noise from equipment operation; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; seeing to read, prepare, proofread documents, and monitor activities; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and specialized equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting moderately heavy objects.

**SAMPLE HAZARDS:**

Chemical fumes and working around machinery with moving parts; contact with dissatisfied or abusive individuals.

**APPROVALS:**

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Kenneth A. Forrest, Chief Business Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date