



**Orange County Department of Education
Human Resources Department
Supervisory Class Specification**

Class Code: 6041

**FLSA Status: Nonexempt
Union Representation: Unrepresented**

REPROGRAPHICS SUPERVISOR

GENERAL PURPOSE

Under direction, plans, organizes, supervises, and participates in day-to-day print shop activities; organizes and coordinates multiple projects on an ongoing basis to ensure timely delivery of printed materials; performs a wide variety of skilled, specialized, and technical duties in the print production and reproduction of materials utilizing digital printing, graphic design, and related print shop equipment, software, and techniques; provides routine to complex design and coordination assistance to OCDE personnel; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Reprographics Supervisor is responsible for supervising, coordinating, and overseeing the day-to-day activities of a full-service production print shop to ensure the timely and high quality production and reproduction of a wide variety of business and educational support materials. Work requires advanced knowledge of graphic design, page layout, image editing, and other computer software in order to prepare files and documents for production and advanced skills in the operation of a variety of high-speed digital printing and other print shop equipment to complete print production orders, many of which are large scale and high volume. The incumbent is expected to effectively interact with a wide range of OCDE customers to ensure that print production services meet quality and customer service standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Interview, select, organize, supervise, coach, and evaluate the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provide coaching for performance growth and improvement; and subject to management concurrence, takes disciplinary action, up to and including termination.
2. Participate in developing, implementing and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.

3. Plans, coordinates, and oversees day-to-day print shop work flow, activities, and operations; receives, assesses, and prioritizes multiple job orders/assignments; plans, schedules, and completes or oversees completion of assignments to ensure compliance with set standards of work production and agreed upon time frames; and based on established criteria, calculates and determines job cost estimates/totals.
4. Compile and charge jobs to appropriate divisions/departments/schools; maintain and update assigned financial and accounting records and reports; and distribute information and reports to appropriate sources.
5. Coordinate with and provide guidance, assistance, and technical and specialized expertise to administrators, faculty, and staff; provide design and coordination assistance to administrators, programs coordinators, and specialists and other staff on a variety of routine to difficult matters, including clarification and definition of work requests, project requirements and expectations, and guidance and suggestions on design, layout, and other project elements.
6. Supervise and set up, operate, or monitor set-up and operations of high speed digital printing equipment to produce bulletins, brochures, booklets, handbooks, handouts, forms, and a wide array of instructional materials; utilize software to program, monitor, operate, and control equipment and make adjustments to produce quality results.
7. Supervise and participate in the operation of a variety of bindery and finishing equipment to collate, cut, fold, punch, drill, bind, stitch, and pad printed materials; and shrink wrap and package products for shipping or storage.
8. Utilize graphics, page layout, illustration, image editing, standard business applications, and other software and equipment in both PC and Mac formats, set up, typeset, create, edit, and prepare manual and computer lay-out of files and materials for production and, as necessary, create text and graphic materials; utilize scanning and other equipment to import images for editing and full color digital output; and receive and send digital files from/to other OCDE locations to achieve efficiency, productivity, and quality objectives.
9. Coordinate maintenance of printing and graphics equipment; make minor repairs to and clean and adjust equipment; communicate major breakdowns or problems to service vendors/service representatives and monitor their work to ensure prompt repair; ensure safe work practices and methods and follow safety regulations and practices in the operation and servicing of equipment.
10. Monitor and maintain an inventory of printing and graphics supplies and materials; research supply sources; order supplies, arrange deliveries, and inspect received shipments; identify and resolve inaccuracies, shortages, or overages.

QUALIFICATIONS

Knowledge of:

1. Methods and procedures of high-speed digital printing processes, including finishing and bindery operations.
2. Principles and practices of effective supervision.
3. Industry standard software used in graphic and visual communications.
4. Principles and techniques of graphic design, page layout, and image editing used in commercial print production.
5. Operation and care of printing and related equipment similar to that used by OCDE.

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6. Typical paper stocks used in a full production print shop.
 7. Methods and practices of reducing production costs.
 8. Federal, state, and local laws applicable to the storage and disposal of hazardous chemicals.
 9. Safety regulations and safe work practices.
 10. Basic provisions of copyright laws applicable to the work.
 11. OCDE human resources policies and labor contract provisions.
 12. Proper English usage, spelling, grammar, and punctuation

Ability and Skill to:

1. Plan, select, organize, supervise, train, coach, and evaluate assigned staff.
2. Operate and maintain a variety of digital printing and reproduction equipment and computer software used in printing technology.
3. Utilize computers and computer software to create graphics and artwork and develop print layouts in accordance with OCDE standards and customer requirements.
4. Follow, apply, and enforce safe work practices, methods, and procedures in a print shop setting, including proper lifting techniques.
5. Develop accurate and timely cost proposals for customer print projects.
6. Interact with customers to define print project requirements and expectations and provide advice on design, layout, and other project elements.
7. Communicate clearly and effectively, orally and in writing.
8. Make sound independent decisions within established guidelines.
9. Establish and maintain effective working relationship with OCDE management, administrators, program coordinators/specialists, staff, and others encountered in the course of work.
10. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or passage of a high school equivalency test; and five (5) years of experience operating advanced digital printing and reprographics equipment; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy is required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, and lift, carry, push, and pull heavy objects. They read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces; and to lift and or move up to 50 pounds and lift up to 100 pounds with assistance. This position may perform deskwork for extended periods.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a print shop, and the noise level is generally loud. The employee frequently works near moving mechanical parts and equipment and is exposed to fumes, airborne particles, toxic or caustic chemicals, and risk of electrical shock.

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