



PERSONNEL COMMISSION

Class Code: 0409
Salary Range: 31 (S1)

REPROGRAPHICS SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize, oversee and participate in the operations and activities of the District's centralized reprographics division; assure reprographic schedules meet site needs and distribution timelines; train and supervise the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, oversee and participate in the operations and activities of the District's centralized reprographics division; assure smooth and cost efficient shop operations and the timely completion and delivery of reprographic jobs. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Receive, schedule and prioritize work request orders; determine printing requirements; communicate with school and District staff regarding reprographic needs, job instructions and completion time lines. **E**
- Monitor and maintain inventory levels of supplies and equipment; conduct periodic and daily inventories; estimate and order appropriate amounts of paper and supplies necessary for daily operations and emergency needs. **E**
- Communicate with administrators, personnel, outside agencies and vendors to coordinate activities, resolve issues and exchange information; drive a vehicle to various District sites to conduct work. **E**
- Answer telephones and greet visitors; respond to inquiries; provide information regarding reprographic services and status of jobs. **E**
- Complete work request forms; consult with and assist customers in the planning of reprographic jobs; estimate cost of individual work orders. **E**
- Run jobs and check samples for centering, numerical order, level and clarity of copy; cut, paste, collate, drill, fold, bind, staple and assemble reprographic jobs; package and prepare finished jobs for delivery; arrange for proper disposal of waste materials. **E**

- Operate a digital high speed copier and related bindery and finishing equipment such as an electric cutter, fusion punch, jogger, padder, laminator, shrink wrapper, collator, saddle stitcher, drill punch and binder; determine and set equipment measurements. ***E***
- Operate a variety of office equipment including a computer and assigned software; email, receive, log and scan reprographic jobs into computer; process computerized jobs. ***E***
- Participate in archiving and storing District records; research and implement computerized technologies and software to streamline and automate records retrieval and storage; scan records into computerized database; provide assistance in the Records Management Office as directed. ***E***
- Oversee and participate in the maintenance of reprographic equipment; clean, adjust and perform routine maintenance such as removing paper jams, replacing ink and toner, loading paper and adjusting minor malfunctions; contact vendors to arrange for equipment repairs and scheduled servicing. ***E***
- Provide recommendations concerning the purchase of new reprographic equipment and supplies; evaluate and make recommendations regarding vendor proposals, leases and service contracts. ***E***
- Participate in the development of the division's preliminary annual budget; authorize and control expenditures in accordance with established limitations. ***E***
- Participate in the formulation and development of reprographics policies and procedures; advise administrators of unusual trends or problems and recommend appropriate corrective action. ***E***
- Prepare and maintain a variety of records, files and reports related to assigned activities and division performance; submit monthly billing information to appropriate personnel; document and monitor monthly equipment meter readings. ***E***
- Attend and participate in meetings, conferences and seminars related to reprographics to maintain current knowledge of advances in the field. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Reprographics Supervisor plans, organizes, oversees and participates in the daily operations and activities of the of the District's centralized reprographics division. Incumbents directly supervise staff involved in the operation of high speed copiers and related reprographic equipment to produce a wide variety of printed materials such as forms, letters, bulletins, envelopes, business cards, agendas and booklets.

EMPLOYMENT STANDARDS

Knowledge of:

Operation and maintenance of reprographic machines and related equipment.
Principles, processes and equipment used in reprographics and high speed digital copying.
Operation of a variety of office equipment including a computer and assigned software.
Principles and practices of supervision and training.
Inks, chemicals and paper stocks used in reprographics.
Safety hazards common to a print shop and safe working techniques.
Record-keeping and report preparation techniques.
Practices of cost estimating reprographic jobs.
Inventory methods and practices.
Technical aspects of field of specialty.
Basic budgeting practices regarding monitoring and control.
Interpersonal skills using, tact, patience and courtesy.
Oral and written communication skills.
Mathematical computations.

Ability to:

Plan, organize, oversee and participate in the operations and activities of the District's centralized reprographics division.
Operate and maintain a high-speed digital copier and related bindery and finishing equipment.
Train and supervise assigned staff.
Produce quality print jobs according to established production standards.
Assist customers with planning jobs.
Adjust and perform routine maintenance to copiers and reprographic equipment.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Monitor and control expenditures.
Interpret, apply and explain rules, regulations, policies and procedures.
Understand and resolve issues, complaints or problems.
Work independently with little direction.
Prioritize and schedule work.
Meet schedules and timelines.
Maintain records and files and prepare reports.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Observe health and safety regulations.
Perform mathematical calculations.

Education and Training:

Graduation from high school or equivalent. Xerox digital press certification or related training is desirable.

Experience:

Three years of experience in the operation of high speed digital copiers and related reprographic equipment. Experience in a lead or supervisory capacity is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

- Print shop environment.
- Noise, dust, heat and fumes from equipment operation.
- Working around sharp blades and machinery having moving parts.
- Chemicals used in reprographic processes.
- Constant interruptions.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Standing for extended periods of time.
- Seeing to read a variety of materials and monitor printing operations.
- Lifting, carrying, pushing or pulling heavy carts and objects weighing approximately 50 pounds and with assistance up to 100 pounds.
- Bending at the waist, kneeling or crouching.
- Climbing ladders to reach paper and supplies.
- Reaching overhead, above the shoulders and horizontally.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 2/08/96

Revised: 1/6/00

Revised: 3/6/2008

Revised: 3/18/2010