

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: District Reprographics/Digital Production Supervisor

Unit: Supervisory and Professional

Page: 1 of 2
Job Code: D1209
Original Date: 06/2007
Last Revision: 07/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 09

DEFINITION

Under the general direction of the Manager, Business Support Services, or assigned manager or supervisor, use independent judgment to plan, organize, implement, and manage printing and digital technology production; coordinate production with public information and graphic design staff, external vendors and internal clients, and time sensitive materials; supervise the operations of the District mail service.

EXAMPLE OF DUTIES

1. Manage printing and digital production projects and the development of a yearly production schedule for the coordination of district advertising, marketing, and Board and Chancellor publications.
2. Plan methodologies, organize resources, and coordinate other internal and external resources. Provide printing support to district-wide sites and departments.
3. Analyze system, administrative, and/or operational processes to ensure that department and district standards and protocols are met; make recommendations on district-wide printing technology.
4. Maintain effective communication and working relationships with administrators, contractors, and staff on print projects and services. Consult with and advise managers and technical representatives on printing applications, pricing methodology, and troubleshooting techniques.
5. Identify and resolve issues and concerns relating to implementation, operations, policies, and procedures and coordinate the resolution of technical and production issues. Coordinate project workflow, identify assignments, track progress, and ensure completion. As appropriate, delegate tasks to support staff.
6. Provide leadership and analytical support to departments and staff in production development and production of printed materials. Coordinate the production and distribution of district stationery, envelopes, and business cards.
7. Provide leadership for support personnel. Screen, interview, and make hiring recommendations. Supervise, evaluate, and provide work direction to assigned staff. Coordinate, develop, and oversee the training of staff.
8. Prepare and monitor department budget; supervise chargeback services to sites/departments for printing services provided by the Reprographics Department. Maintain records and prepare reports.
9. Independently initiate and coordinate operational and system improvements to increase ease of operations, monitoring of project progress, and maintenance of records and documentation.
10. Supervise the district mailroom and mail delivery functions and assigned staff to ensure maintenance of standards of efficiency and service.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONSKnowledge:

Applicable sections of State and federal laws, rules, and regulations.
Desktop publishing and graphic design.
Digital print production and lithography.
District organization, operations, policies, and objectives.
Duplicating and printing equipment, procedures, methods, and operations.
English usage, grammar, spelling, punctuation, and vocabulary.
Health and safety regulations.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.
Postal rules, regulations, and equipment.
Principles and practices of administration, supervision, and training.
Procedures and practices used in budget preparation and maintenance.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.
Coordinate schedules and timelines, meet established deadlines.
Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, disability and ethnic backgrounds.
Establish and maintain effective working relationships with others.
Interpret and apply postal rules and regulations and operate postal equipment.
Lift objects up to 75 pounds.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Operate and perform minor maintenance on printing equipment, including high-speed digital copiers and related equipment.
Plan, coordinate, direct, and supervise work assignments.
Supervise the intra- and inter- district mail service and coordinate delivery schedules.
Train, supervise, and evaluate personnel.
Understand and follow oral and written directions.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and two years of increasingly responsible experience in the operation of reprographic equipment, including offset presses, duplicating, photographic, and plate making machines and supervisory experience in a production environment.

License:

Valid California Drivers' License.

WORKING CONDITIONSPhysical Requirements:

Category III.

Environment:

Inside; subject to noise and some chemical fumes. Travel from site to site may be required.