

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Digital Print Production and Mail Services Supervisor

**Unit:** Supervisory and Professional

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**Job Code:** D1209  
**Original Date:** 07/1989  
**Last Revision:** 10/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 09

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### **DEFINITION**

Under the general supervision of a Vice President, Administrative Services, or assigned supervisor or manager, plan, coordinate, and direct campus duplicating and mail services operations and activities; provide administrative services; and perform duties of departmental personnel as needed.

### **DISTINGUISHING CHARACTERISTICS**

Positions in this classification oversee both the campus mail services and duplicating operations, but also supervise and oversee additional administrative functions at the assigned campus, including but not limited to web and digital communications, graphic design, telephony, and word processing. Positions are also responsible for the administration, operations, and maintenance of the campus equipment for student pay-to-print and faculty self-serve copiers.

### **EXAMPLE OF DUTIES**

1. Plan, coordinate, and direct duplicating and mail services operations and activities involving a variety of equipment, such as bindery equipment, collators, duplicators, copiers and printers, power staplers, paper cutters, drilling and folding machines, and postage meters and scales. Provide additional administrative services to other assigned areas, completing assignments in a timely and efficient manner.
2. Supervise, evaluate, and assist in the selection of assigned staff; train and provide work direction to subordinate staff.
3. Process work orders and establish work schedules; assign priorities and appropriate processes of incoming work orders. Confer with users to coordinate schedules and time lines, resolve problems, provide technical assistance, and to determine additional assignment specifics, work order requirements, and appropriate processes.
4. Supervise the processing and distribution of intra-District and USPS mail and various other carrier packages; assist in posting and distribution as needed; respond to inquiries related to postal requirements and cost. Review work to assure accuracy, completeness, and compliance with quality standards.
5. Estimate job costs; compute and prepare charges and chargeback system; monitor expenditures and budget.
6. Operate duplicating and mail equipment; set-up, lay out, and design copy according to work orders/requirements.
7. Maintain equipment for student pay-to-print and faculty self-serve copiers.
8. Maintain the service and repair of equipment; inventory, order, and maintain materials and supplies; schedule repair of equipment; recommended selection of equipment to be purchased; maintain inventory of all campus copier/printer hardware and software, maintenance, and repair agreements.
9. Prepare and maintain records, files, and reports as necessary, including production records, inventory files and cost reports.
10. Perform related duties as required.

**DESIRABLE QUALIFICATIONS****Knowledge:**

District organization, operations, policies, and objectives.  
Duplicating machines and related photocopy equipment.  
English usage, grammar, spelling, punctuation, and vocabulary.  
Health and safety regulations.  
Modern office practices, procedures, and equipment, including computer hardware and software.  
Operation of various mail services and duplicating machines and related equipment.  
Oral and written communication skills.  
Postal rules, regulations, and equipment.  
Principles and practices of administration, supervision, and training.  
Record-keeping techniques.  
Technical aspects of field of specialty.  
Web and digital communications, graphic design, and word processing.

**Skills and Abilities:**

Communicate effectively both orally and in writing.  
Design and lay out a variety of forms and publications.  
Establish and maintain effective working relationships with others.  
Interpret and apply postal rules and regulations and utilize postal equipment.  
Lift objects up to 25 pounds.  
Maintain records and prepare reports.  
Make simple arithmetic calculations.  
Meet schedules and time lines.  
Operate computers and business-related software, including word processing, spreadsheets, and databases.  
Operate, perform minor maintenance, and make repairs of duplicating and mail services equipment.  
Plan and supervise work.  
Plan, coordinate, and direct duplicating and mail services operations and activities.  
Provide administrative word processing services.  
Train and supervise personnel.  
Type/keyboard at 45 words per minute.  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Work independently with little direction.

**Training and Experience:**

Any combination of training and experience equivalent to: graduation from high school and three years of increasingly responsible experience in the operation of a wide variety of duplication and mail services machines and related equipment, including experience in providing work direction and training to others.

**WORKING CONDITIONS****Physical Requirements:**

Category II, subject to standing for long periods of time and lifting.

**Environment:**

Moderate, duplicating center environment, subject to duplicating chemical fumes and equipment noises.