

**PUEBLO CITY SCHOOLS D60
ADMINISTRATIVE JOB DESCRIPTION**

Job Title: Supervisor of Document Services
Prepared Date:
Revised Date: 7/2/2018
Work Year: 220 Days
Department: Document Services
Reports To: Director of Communications
Salary Range: Supervisor (Administrator) Salary Schedule
Benefits: Fringe Benefits based on PASE Negotiated Agreement
Status: FLSA Status: Exempt

SUMMARY:

The job of the Supervisor of Document Services is to organize, direct, and participate in print shop operations and activities including the printing and reproduction of a variety of materials for District schools sites and departments; coordinate projects, orders, requests, customer service functions, communications, and personnel to meet District printing needs and related timelines and specifications; train and evaluate the performance of assigned personnel

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's Degree in business or related field
- Five (5) years of increasingly responsible experience involving the operation of high-speed digital copiers, offset printing presses, printers, and peripheral and finishing equipment
- Previous successful supervisory experience
- Valid Colorado Driver License
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in public school operations

SKILLS AND KNOWLEDGE:

- Knowledge of organization and direction of print shop operations and activities including the printing and reproduction of a variety of materials for District school sites and departments.
- Knowledge of organization and direction of print shop operations and activities including the printing and reproduction of a variety of materials for two school districts' sites and departments.
- Knowledge of operation of digital production copiers, offset printing presses, digital color presses, wide-format equipment, printers, scanners, peripheral and bindery/finishing equipment.
- Knowledge of bindery procedures and equipment.
- Knowledge of types, qualities, weights and uses of ink, toner, chemicals, paper and other supplies used in printing production and duplication.
- Knowledge of print shop organization, operations, policies and objectives.
- Knowledge of page layout and graphic art design techniques and procedures.
- Ability to set up and operate software for printing documents containing variable data (ile., mail pieces, forms, letters, etc.)
- Familiar with U.S. Post Office regulations pertaining to proper mail piece layout, addressing standards, and bulk mail preparation.
- Ability to organize, direct and participate in print shop operations and activities including the printing and reproduction of a variety of materials for two school districts' school sites and departments.
- Ability to coordinate projects, orders, requests, customer service functions, communications and personnel to meet District printing needs and related time lines and specifications.
- Ability to manage large fleet of site copiers on term leases and/or rental agreements.
- Ability to train and evaluate the performance of assigned personnel.
- Ability to receive, schedule and prioritize printing requests and orders.
- Ability to oversee the development and implementation of printing projects, related timelines and specifications.
- Ability to operate high-speed production digital copiers, digital color presses, wide-format equipment, printers, and peripheral bindery/finishing equipment.
- Ability to provide technical consultation to staff in the planning, development and lay-out of printing projects.
- Ability to calculate project costs and estimate time, labor and material requirements.
- Ability to review completed projects for accuracy, completeness and compliance with established standards, timelines, specifications and procedures. Ability to follow complex oral and written instructions
- Ability to be detail oriented with excellent proofing skills
- Ability to communicate effectively, both orally and in writing
- Ability to plan, prioritize, organize and execute work effectively, using independent judgment to provide overall direction for reaching organizational goals

- Ability to make independent decisions in accordance with established policies and procedures
- Ability to establish and maintain effective working relationships with staff, students, parents, and other community members
- Ability to perform effectively in environments with frequent workload changes and competing demands
- Ability to work tactfully and courteously with students, staff and the general public
- Ability to be patient with a strong customer orientation toward students, staff, parents, and other community members
- Possess an excellent work attitude and the ability and willingness to take ownership and responsibility for project completion
- Set priorities which accurately reflect the relative importance of job responsibilities
- Ability to work collaboratively and individually on assigned tasks
- Skilled in the use of technology and instructional media tools
- Exceptional verbal and written communication skills
- Demonstrate leadership, initiative, and student advocacy
- Demonstrate management, problem solving, and organizational skills
- Have excellent integrity and demonstrate good moral character and initiative
- Demonstrate ability of program planning and ability to establish and manage budgets

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Organize, direct and participate in print shop operations and activities including the printing and reproduction of a variety of materials for Pueblo City Schools and School District No. 70 school sites and departments; establish and maintain print shop time lines and priorities; assure related activities comply with established standards, practices, policies, and procedures.
- Coordinate projects, orders, requests, customer service functions, communications, and personnel to meet both school districts' printing needs and related time lines and specifications; oversee the development and implementation of printing projects and related specifications, orders and production runs; establish project schedules, calculate costs, order materials; assure smooth and timely completion of projects.

- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign staff duties and review completed projects for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee evaluations as requested.
- Receive, schedule and prioritize printing requests and orders from various departments, school sites and personnel; process related forms and web orders; estimate time and material requirements; provide technical consultation to District staff in the planning, development and lay-out of printing projects; coordinate, explain, develop, prepare and plan print orders for completion and distribution.
- Supervise and participate in the operation of high-speed production digital copiers, scanners, digital color presses, wide-format equipment, computers, related peripheral and bindery/finishing equipment in the printing and reproduction of various materials; prepare and set up high-speed production copiers, digital color presses, wide-format equipment, and other equipment for printing activities, selecting and adjusting settings and specifications as appropriate.
- Review work submitted for printing and reproduction; proofread work to assure completeness, quality and clarity of original copy; oversee and participate in preparing and setting up copiers for extended production runs and monitor equipment during the duplication process; determine and load appropriate paper; ensure quality.
- Supervise and participate in cutting, collating, stapling, padding, drilling, hole punching, folding, assembling and binding reproduced materials as needed; prepare and package completed projects and materials for distribution; operate a variety of bindery/finishing equipment including cutters, binders, folders, drills, padding machines, printers, tabber, stitchers and assigned software.
- Confer with staff concerning printing needs, time lines, priorities, services, job orders and production runs; prepare and arrange customer billing for outgoing print requests; prepare, distribute and follow up on invoices as needed.
- Supervise and participate in establishing, developing, maintaining, and updating library of computer files of documents and images designed in DSC, for digital printing and reproduction; scan and file documents and materials.
- Maintain equipment in proper working condition; clear paper jams; replace parts, toner and adjust equipment in response to minor malfunctions; perform minor repairs on duplication and other equipment as needed; arrange for major maintenance and repairs as needed.
- Coordinate and provide graphic arts services for the District; oversee and participate in typesetting, planning and laying out text and images; select type style and size, fonts, spacing of letters and text lines; review completed jobs to assure proper application of paper weights and sizes, digital printing processes, ink and toner.
- Prepare variable data and bulk mail documents for printing and delivery through the U.S. Postal Service, including address verification and reports utilizing AccuZIP software.
- Monitor inventory levels of supplies; order, receive and maintain adequate inventory levels of supplies in accordance with established budget limits; confer with vendors to

coordinate purchases and obtain product and pricing information; maintain and update supply budget.

- Prepare monthly internal billing for print shop orders for both school districts and PCS site copier recovery; submit to accounts payable.
- Reconcile invoices for departmental equipment leases, supplies, and agreements; submit to accounts payable.
- Oversee and manage PCS district wide copy machine contract, equipment and software; provide support to buildings as needed with copy machines; analyze productivity, cost efficiency, prepare request for proposals and evaluate bids.
- Provide training and support to print shop staff regarding the operations of high-speed production digital copiers, digital color presses, wide-format equipment, peripherals, bindery/finishing equipment, computers and specialized software used in printing operations.
- Provide training and support to other District staff regarding the utilization of Print Shop Pro online ordering system and district wide site copiers. Present training to new staff in PCS Summer Institute professional development courses and School District No. 70 new teacher conference.
- Oversee and participate in the preparation and maintenance of various records and reports related to projects, materials, expenditures, personnel, schedules, budgets, billings and assigned activities.
- Drive a vehicle to various District sites and vendors as needed; arrange for projects to be completed by outside vendors as needed.
- Maintain and update web site content regarding print shop information, operations and activities

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Director of Communications

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting Maximum weight: 50 lbs.			X		
Carrying Maximum weight: 50 lbs.			X		

WORK ENVIRONMENT:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting with quiet or moderate noise levels.