

DEFINITION:

Under administrative direction, plans, organizes, directs and supervises the activities of the Reprographics Division of the Support Services Department, which includes printing and reproduction, graphic design, outgoing mail processing, and courier services.

DISTINGUISHING CHARACTERISTICS:

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification:

1. Supervise staff engaged in the processing of outgoing mail, courier services, graphic design and layout, operation of central high speed duplicating and operation of various offset and related printing equipment, including desktop publishing.

Measures: Staff is sufficiently trained. Employees are evaluated on a regular basis. Effective supervisory principles and practices are utilized.

2. Prepare, submit and monitor the division's budget; maintain various records related to the work of the unit, including records of services performed for operating departments.

Measures: Budget is accurate with no cost overruns.

3. Assign priorities and schedule the processing of graphic design, printing and copying jobs.

Measures: Jobs are completed in a timely fashion and are of the highest quality.

4. Prepare daily work schedules.

Measures: Schedules employees' daily work schedules to facilitate the completion of jobs within established timelines.

5. Recommend subcontracting work to outside vendors as required.

Measures: Outside vendors are utilized for economic purposes and/or for jobs that are beyond the scope of the in-house Print Shop.

6. Recommend and oversee the development and production of creative and eye-catching graphic designs.

Measures: Users are satisfied with product.

7. Assist in the creation of slide and Powerpoint presentations.

Measures: Users receive quality assistance.

8. Evaluate and recommend equipment and supply purchases for printing, outgoing mail and City photocopiers.

Measures: Accurate bids are prepared. Supplies and materials are available when needed and City has received the best price for purchases through competitive shopping.

9. Measure the quality of work performed and the control and compliance of safety rules and regulations by staff.

Measures: End products are of high quality. Employees are properly trained on safety procedures. Accurate records are maintained on all hazardous materials used in the division.

10. Prepare and maintain production and inventory records.

Measures: Accurate records are maintained.

11. Organize job setups and layouts.

Measures: End products are accurate and of high quality.

12. Perform preventive maintenance and minor repair work on equipment and arranges for outside repairs by authorized service personnel when necessary.

Measures: Repairs are performed quickly, safely and efficiently.

13. Assist departments in solving reproduction needs and provide technical advice in providing a quality end product.

Measures: Users are satisfied with end products.

14. Prepare cost estimates.

Measures: Estimates are accurate.

15. Operate offset printing press and various other printing equipment.

Measures: Jobs are completed in a timely fashion with high quality.

16. Take photographs for use in printed material.

Measures: Photographs enhance the quality of final document.

17. Make presentations to various groups on occasion.

Measures: Clear, concise presentations are made using audio-visual aides, as appropriate.

18. Perform related duties as assigned.

### QUALIFICATIONS:

#### Knowledge of:

Supervision and program management; budget preparation; operation of various offset duplicating and related printing equipment; paper products and inks use in duplicating work; estimating and bidding procedures; graphic arts design, composition, typesetting, job layout and desktop publishing; mail room management; and OSHA safety rules and regulations.

#### Ability to:

Interact effectively with the public and employees; skillfully and safely operate computer equipment, a wide variety of offset duplicating machines, camera equipment, and related printing and copying equipment; supervise and coordinate the work of staff; establish procedures for quality control; take inventory and keep accurate records; prepare and monitor a budget; perform minor repairs on equipment; and communicate effectively verbally and in writing.

#### Education:

Any combination of training and experience that provides the required knowledge, skills and abilities is qualifying; typical education would include a high school diploma or equivalent, with additional coursework completed at a college of vocational level.

#### Experience:

Typical experience would include at least three years of journey level experience operating offset presses and related equipment, and one year of supervisory experience.

#### Special Requirement:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.