

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PRINT SHOP SUPERVISOR

**SALARY SCHEDULE: ADMINISTRATIVE – H**

**COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Coursework in management, computer graphics, type setting and/or related subject areas.
- (3) Minimum of three (3) years management experience.
- (4) Minimum of 5 years experience in technical operation of print equipment including trouble shooting.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Strong organizational and customer service abilities. Ability to communicate effectively in written and oral form. Knowledge of the principles of cost efficiency in a production shop. Up to date technological knowledge and skills. Ability to lead a team in a busy production shop. Extensive knowledge of press offset and digital functions. Ability to estimate costs and use data to drive decisions.

**REPORTS TO:**

Director Materials Management or designee

#### JOB GOAL

To assess plan, implement and evaluate the print shop contributions to the district's document processing needs. To provide high quality, timely and cost-efficient print products to district customers.

**SUPERVISES:**

Assigned Departmental Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assess all aspects of the district's Print Shop operations as part of annual goal setting, planning and evaluation.
- \* (2) Provide orientation and training in areas of technical function and customer service to new and existing staff.
- \* (3) Establish and monitor production schedules to maintain efficiency and timely response for customers.
- \* (4) Develop a personal work schedule that encompasses the alternate shifts (second and third) at least once per month or as required and as approved by Director of Materials Management or designee.
- \* (5) Provide appropriate cost effective inventory of material and supplies.
- \* (6) Organize and prioritize all work of the Print Shop on a daily, weekly, monthly and annual basis.
- \* (7) Provide technical assistance and guidance to customer related special or complex print jobs.
- \* (8) Coordinate all print shop activities with other components of the district's document processing systems.
- \* (9) Maintain technical expertise in all areas of Print Shop operations to competently train employees and troubleshoot equipment malfunctions.
- \* (10) Establish and maintain effective management systems for the Print Shop that provide measures for demonstrating progress toward goals.

**PRINT SHOP SUPERVISOR (Continued)**

- \* (11) Interact with staff, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (12) Respond to inquiries or concerns in a timely manner.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Disseminate information and current research in areas of responsibility to appropriate personnel.
- \* (15) Keep well informed about current trends and best practices in areas of responsibility.
- \* (16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (17) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \* (18) Promote and support professional growth for self and others.
- \* (19) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- \* (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \* (22) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \* (23) Represent consistently, the district in a positive and professional manner.
- \* (24) Provide leadership and direction for the assigned areas of responsibility.
- \* (25) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of fund, delivering services and evaluation of services provided.
- \* (26) Assist in implementing the District's goals and strategic commitments.
- \* (27) Exercise proactive leadership in promoting the vision and mission of the District.
- \* (28) Provide oversight and direction for cooperative planning with other agencies.
- \* (29) Set high standards and expectations for self and others.
- \* (30) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (31) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (32) Facilitate problem solving by individuals or groups.
- \* (33) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.
- \* (34) Sustained focus and attention to detail for extended periods of time.
- (35) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force daily, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 02**

\*Essential Performance Responsibilities