

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: PUBLICATIONS/MAIL SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Accounting Manager, plan, coordinate and supervise the pre-press and production activities of the Duplicating Services Department and mail services sections; assure timely preparation of quality products for distribution to the District; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and supervise the pre-press and production activities of the Duplicating Services Department and the District mail delivery services; develop, implement and maintain printing schedules, policies and procedures; assure District printing and critical mail needs and timelines are met; assure quality and accuracy of completed printing jobs.

Organize and monitor the operation of high-speed digital reprographic and peripheral equipment in the reproduction of printed materials such as handbooks, portfolios, booklets, tests, flyers, letters, bulletins, manuals, tickets, business cards, postings, charts, maps, graphs, newsletters, brochures, forms and a variety of other District documents.

Assure District mail activities comply with federal postal regulations; maintain current status of District mail permits; maintain current knowledge of postal regulations.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; prepare schedules and staffing assignments to assure proper coverage.

Evaluate printing activities and make recommendations concerning improvements and modifications to enhance Department efficiency; coordinate duplication and printing orders by priority; arrange outside printing services for overflow printing jobs; coordinate delivery of completed printing jobs to various District sites.

Participate in the development and maintenance of the Department budget; prepare cost estimates and provide budget recommendations; monitor and approve expenditures according to established guidelines and procedures.

Monitor inventory levels of supplies and materials; initiate purchase requisitions for supplies and equipment as appropriate; arrange equipment repairs as necessary

Operate a variety of office, printing and finishing equipment, and mailroom equipment; including a collator, drill, scanner, cutter, folder, stitcher, stapler, hole punch, binding machine, digital printer, offset press, fax machine, typewriter, postage meter, postage scale, computer and assigned software.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; prepare copiers for extended production runs and monitor equipment during the duplication process.

Coordinate the metering of outgoing mail; prepare bulk, certified, registered, insured and first class mail; track and log certified registered and express mail.

Prepare and maintain a variety of records and reports related to Department expenses, budget, inventory, personnel and assigned activities; establish and maintain filing systems.

Communicate with District staff and outside agencies to exchange information and resolve issues or concerns related to District mail, printing orders, schedules, deliveries, specifications, technical issues and other printing related matters.

Monitor completed jobs and works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Serve as a technical resource to District personnel concerning mail regulations, guidelines and procedures; respond to inquiries and provide information.

Clean and maintain equipment in efficient working condition; replenish paper, toner, staple cartridges and other materials; perform minor repairs on equipment; contact appropriate personnel for equipment repairs.

Coordinate and implement the Department website as directed.

Coordinate and prepare duplicated materials for mailing.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Print shop operation, organization, techniques and procedures.

Mail procedures and regulations

Principles and practices of supervision and training.

Methods, practices, terminology and procedures used in the production of printed and graphic materials.

Postal laws, codes, regulations, policies and procedures

Policies and objectives of assigned program and activities.

Operation, use, minor repair and maintenance of printing and related equipment.

Operation of offset press and peripheral equipment.

Bindery procedures and equipment.

Ink, chemicals and papers used in printing operations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.
Budget preparation and control.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Basic arithmetic.
Proofing techniques.

ABILITY TO:

Plan, coordinate and oversee the operation and maintenance of the publications department.
Assure District mail is delivered in a timely manner and District mail activities comply with federal postal regulations.
Organize and monitor the operation of high-speed digital reprographic and peripheral equipment to assure District printing needs and timelines are satisfied.
Train and supervise the performance of assigned personnel.
Maintain current knowledge of technological advances in the field.
Participate in the development and maintenance of the Department budget.
Operate offset press and peripheral equipment.
Meet schedules and time lines.
Plan and organize work.
Prioritize and schedule work.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain, adjust and perform routine maintenance to equipment.
Apply ink and other chemicals according to established procedures and specifications.
Operate a computer and assigned software.
Maintain records and prepare reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years in print shop experience involving the operation of high-speed digital reprographic and peripheral equipment, including two years of lead or supervisory experience. Experience in receiving, processing, and distributing mail in a large organization is desirable.

LICENSES AND OTHER REQUIRMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop/office environment.
Noise from equipment operation.
Constant interruptions.
Regular exposure to fumes, dust and odors.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of Print Shop equipment and computer keyboard.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Hearing and speaking to exchange information.

Seeing to view printing jobs and read a variety of materials.

HAZARDS:

Working around or with machinery having moving parts.

Chemicals used in the printing process.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410