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| Job Title: Print Shop Manager | Wage/Hour Status: Exempt |
| Reports to: Chief Business Officer | Pay Grade: 104 |
| Dept./School: Print Shop | Date Revised: November 1, 2024 |

Primary Purpose

Supervise all functions of the Print Shop and is responsible for providing printing services to District campuses and departments in the most cost effective and timely manner.

Qualifications

Education/Certification

Bachelor's Degree and Five (5) years printing experience (including three (3) years supervisor/foreman experience)

OR

High School Diploma/GED and Ten (10) years printing experience (including three (3) years supervisor/foreman experience)

Special Knowledge/Skills

- Proficiency with proofreading
- Knowledge of basic layout and design
- Knowledge of printing equipment such as letterpress, offset presses, photo-typesetter, bindery and photo-lithography equipment
- Strong organizational, communication, and interpersonal skills
- Knowledge of accounting and spreadsheets
- Knowledge of software and programs affiliated with the printing industry

Major Responsibilities and Duties

1. Coordinate the completion of all printing requests.
2. Consult with administrators and others concerning print order requests.
3. Publish materials of instruction for Media Print Production to facilitate jobs.
4. Assist Media Production in making positives to enable them to complete jobs.
5. Prepare budget and administer the funds for the department.
6. Perform cost analysis for pricing on printing and copying instructional material; determines pricing.
7. Control materials and supplies used in production.
8. Ensure that safety procedures are followed and maintain updated classes on safety.
9. Ensure that personnel have received or will receive proper training.
10. Prepare specifications and evaluations for selection of all equipment.
11. Provide proper care and maintenance for all equipment needed and ensure the cleanliness of the physical plant.
12. Supervise and evaluate assigned personnel. Selects and interviews people for hire. Make recommendations regarding discipline, promotions, and terminations in accordance with Board policies and administrative regulations for a staff of twenty.
13. Make presentations to acquire work from other districts and entities.
14. Collect cash and checks from outside entities and channel the funds to finance.
15. Track revenues and oversee inventory to ensure financial stability.
16. Work with procurement in developing bids and quotes for inventory supplies and materials as needed for production to ensure the best pricing for the district.
17. Purchase and pay for all equipment purchased from Print Shop revenues.
18. Work to ensure revenues will subsidize the department and create additional revenues for the district.
19. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise all assigned personnel

Equipment Used

Offset, letterpress, phototypesetter, desk-top publishing computer, Macintosh and Hewlett Packard computers, proof press, trim saw, bindery, cutter, folder, comb binding machine, saddle stitcher, drilling machines and other printing equipment.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent standing, bending, reaching, climbing, heavy lifting, walking, stooping, kneeling, repetitive hand motions. Must be able to lift up to 50 pounds. Exposure to hazardous chemicals. Work around equipment with constantly moving mechanical parts. Quick decisions when working with rush jobs and prioritizing work are needed right away.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.