

## REPROGRAPHIC SERVICES MANAGER

### DEFINITION

Manages and coordinates staff, projects, and operations of the District=s Reprographic Services Unit.

### TYPICAL DUTIES

Manages the District=s Reprographic Services Unit to ensure economical and efficient operations and to expand capabilities and customer base.

Manages personnel engaged in the preparation, reproduction, assembly, and binding of a variety of bulletins, reports, brochures, forms, catalogs, leaflets, booklets, posters, and other materials.

Assists and trains personnel in the use and care of offset presses; photocopy equipment; electrostatic copiers; surface readers; and cutting, binding, platemaking, camera, plate-processing, and composing equipment, including chemicals, papers, and materials used in reprographic operations.

Reviews and evaluates equipment, procedures and personnel.

Consults with and advises District personnel regarding reprographic capabilities and services.

Analyzes requested jobs, schedules work, and plans operations necessary to provide timely, efficient, and economical service.

Supervises the distribution of costs of completed jobs and the charging of accounts, and makes monthly reports regarding expenditures.

Supervises the maintenance of stock inventories and the requisitioning of materials and supplies.

Prepares layouts and working drawings in the preparation of forms and other subject matter to be reproduced and confers with appropriate personnel regarding revisions and improvements.

Analyzes reprographic workload distribution, prepares cost analyses, and makes recommendations regarding changes in procedures, processes, equipment, and staffing.

Recommends changes in reprographic facilities and confers with personnel regarding alterations.

Makes recommendations for the lease or purchase of equipment.

Assists in the preparation of the budget.

May supervise the binding of computer printouts.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Reprographic Services Manager plans and implements the system, procedures, and equipment of the Reprographic Services Unit and manages and oversees the total operation.

An Assistant Reprographic Services Manager coordinates and supervises the day-to-day operations of the Reprographic Services Unit in the reproduction of a variety of materials and acts as the Reprographic Services Manager during absences.

A Reprographic Services Coordinator plans and coordinates operations, and supervises employees engaged in operating offset printing presses, other types of reproduction equipment, and stock-cutting and finishing equipment.

## SUPERVISION

General direction is received from a Branch Director. General supervision is exercised over lower-level employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of effective management, including supervision
- Principles and practices of offset printing
- Equipment used in composing, cutting, assembling, and binding operations
- Paper stock, inks, chemicals, film and other materials used in offset printing
- Preparation of layouts, forms, and proofs
- Methods of making plates and negatives used in offset-printing presses
- Capabilities of various photocopy machines
- Safety regulations and practices applicable to a reprographic unit
- Methods and practices of reducing production costs

### Ability to:

- Plan, supervise, and manage the operation of a reprographic unit
- Analyze work to be done and plan operations to achieve efficient utilization of equipment and personnel
- Survey customer service requirements and implement needed changes
- Conduct a program of in-service training in reprographic operations
- Work under constant pressure of changing priorities and deadlines
- Maintain effective working relationships with District employees
- Establish priorities for the production of printed materials

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in management and supervision.

### Experience:

Three years of supervisory experience in the operation of offset reproduction, bindery, and photocopy equipment. Experience in managing a reprographics operation in transition from analog to digital photocopy equipment is highly desirable.

## SPECIAL NOTE

Management class, exempt from bargaining units.

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