**San Bernardino Community College District**

**PRINTING & GRAPHIC SERVICES SUPERVISOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

# Summary Description

Under the Direction of the Associate Vice Chancellor of Technology and Educational Support Services, plans, organizes, coordinates and supervises the printing, duplicating and graphic arts activities of printing services. Including the printing and reproduction of a wide variety of instructional, informational, business and administrative materials; estimates costs for various services; and assesses needs and makes recommendations for equipment purchases.

**representative Duties**

*The following duties are typical for this classification.*

1. Utilizes and manages the online ordering systems.

2. Plans, organizes, coordinates and reviews the activities of the Printing Services Department, including offset press operation, quick copy, graphic design and related activities.

3. Prioritizes and coordinates a variety of requests from San Bernardino Valley College, Crafton Hills College and District Central Services and determines appropriate steps to project completion.

4. Establishes and manages production schedules.

5. Analyzes and periodically evaluates services provided by Printing Services.

6. Estimates costs for services and materials requested.

7. In accordance with SBCCD policy and procedures, interviews, selects and evaluates Printing Services personnel.

8. Coordinates and assigns work, schedules and assists in the training of staff members.

9. Adheres to safety rules and regulations; and fosters an environment where employee safety is a top priority.

10. Directs the preparation of the Printing Services budget for submission to the appropriate administrator.

11. Assesses material and equipment needs for Printing Services; prepares specifications, if necessary; interviews vendors and makes recommendations for purchase to the Purchasing Department or to the appropriate District administrator.

12. Develops or revises Printing Services policies, procedures, rules or regulations to ensure the efficient and effective operation of Printing Services.

13. Performs operation and maintenance of single and 4-color offset presses and bindery related equipment as necessary to meet deadlines during peak times and/or employee absence or vacations.

14. Performs operation of black and color high speed duplicating equipment as necessary to meet deadlines during peak times and/or employee absence or vacations.

15. Assists administrative and instructional departments in determining their printing and graphic related needs and determines the appropriate course of action.

16. Prepares and presents a variety of reports.

17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.

18. Performs related duties as required.

# QUALIFICATIONS

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services, and activities of a printing and graphic department.

Principles and practices of all phases of graphic design and single and 4-color press operations.

All types of printing paper stocks, inks, and chemicals.

High-speed digital black/white and color copying.

Principles, practices, methods, techniques and processes of printing and graphic.

Safety practices, policies, rules and regulations as it relates to a printing and graphic operations.

Principles, practices and methods of production.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to printing and graphic operation.

**Ability to:**

Operate, adjust, and maintain offset equipment and related equipment (bindery).

Estimate production time and cost.

Oversee and participate in the management of a comprehensive printing and graphic services program.

Maintain the safe and efficient operation of a printing and graphic equipment and tools.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Gather and analyze data and situations and make appropriate decisions.

Prepare and present comprehensive, concise, clear oral and written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.

Provide leadership based on ethics and principles as they relate to the printing and graphic functions and operations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Required Experience:**

Four (4) years of experience in supervision and management of a printing operation with a variety of duplicating and printing equipment including offset equipment with high productivity.

**License and/or Certification:**

Possession of a valid California driver’s license.

**Preferred Experience:**

1. Bachelor’s degree in graphic design or advertising.
2. Experience in an educational institution setting.

**physical demands and WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:**  Work is performed primarily in a Print shop environment; subject to lifting, carrying and pushing heavy objects, fumes from chemicals and constant noise.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a print shop setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of offset equipment and related equipment (bindery); and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned offset equipment and related equipment (bindery).

**Hearing**: Hear in the normal audio range with or without correction.

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