

## REPROGRAPHICS/MAIL ROOM SUPERVISOR

DEFINITION

Plan, organize, direct, and review the operations and activities of the District Reprographics Department and Mail Room: oversee graphic design, printing, duplication, bindery, sub-contracting, equipment maintenance and repair; distribution of District reprographics requirements; supervise and maintain the District's daily mail service; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Information Services, and exercises direct supervision and technical guidance over assigned staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, produce and oversee the production of graphic designs and illustrations including all District certificates, resolutions and materials for Board of Education meetings.

Coordinate work activities within the areas assigned; schedule all job requests; oversee, train and review the work of assigned staff.

Instruct operators on the proper operation of a variety of duplicating equipment. Instruct staff in the mailroom in the operation of all equipment utilized in the mailroom.

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

Order supplies and materials for the reprographics center and the mailroom operations.

Perform minor repairs and make minor adjustments to all department equipment.

Maintain a log of all incoming and outgoing printed material and mail services. Review completed work assignments to insure customer satisfaction.

Provide an accurate accounting of all reprographic and mail services to be charged to the account of the appropriate program and budget.

Evaluate equipment needs in assigned areas and recommend purchase of new equipment.

Conduct workshops and demonstrations for teachers and in classroom settings on art related activities. Develop a comprehensive library of supplemental classroom materials for instructional use; develop bulletin board materials.

Perform related duties as assigned.

QUALIFICATIONSKnowledge of:

- Art and design techniques
- Computer graphics/typesetting and darkroom techniques
- Planning and producing audio-visual materials for educational television and classroom use
- Types of materials, supplies and equipment used in developing graphics and art-related activities
- Various types of reprographics, duplicating and related equipment needed to meet the needs of a large school district
- Modern mail room, and office methods and procedures
- Inks, glues and proper stocks used in duplicating work
- Principles of layout and design

- Postal regulations, postal rates and postal procedures including proper mail delivery, bulk mail, proper packaging and shipping, etc.
- Principles of supervision, training and work schedules, including District personnel rules and procedures

Ability to:

- Plan and oversee the work of the Reprographics and Mail Room Departments
- Establish effective and efficient work standards and levels of service for assigned staff
- Make minor adjustments to reprographic equipment
- Maintain a neat and orderly facility. Maintain time, materials and other cost records
- Establish and maintain cooperative working relationships with staff, teachers and students
- Complete graphic art requests throughout the District. Operated appropriate equipment necessary to complete job tasks. Develop and construct graphics including drawings, designing and painting
- Make oral presentations for required in-services and demonstrations
- Physical capability sufficient to perform job duties

Experience and Education:

- Any combination of education, training and experience equivalent to: Bachelor's degree from an accredited college or university in graphic art or related areas, with special courses in preparation of audio-visual materials, television production, and computer graphics
- Two (2) years of technical experience related to graphic design and operating a variety of duplicating machines, one (1) year experience must involve operating an offset press, and one (1) year of supervisory experience or completion of an accredited course in supervision

License and Certificates:

- Possession of a valid California driver's license is required
- First Aid and CPR certificates must be obtained within six (6) months from date of hire

Salary Placement:

Range 39 (12-month work year)

Stockton Unified Supervisory Unit

Revised: 05-19-99

Moved this position to Management Team.