

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: REPROGRAPHICS SUPERVISOR**

#### **BASIC FUNCTION:**

Under the direction of the Director of Purchasing and Administrative Services, supervises one or more employees, and performs a variety of highly skilled reprographics work involving computerized equipment; uses independent judgment to provide work direction and guidance to other reprographics personnel, and applies relevant personnel policies and practices.

#### **DISTINGUISHING CHARACTERISTICS:**

This one position classification located in the District Print Shop is responsible for the quality and quantity of work of the unit and is able to integrate a variety of "state of the art" computerized copying and networked computers to produce high quality printed materials in support of both academic and administrative needs of the District.

#### **REPRESENTATIVE DUTIES:**

Supervise and direct the activities of the in-house printing program. **E**

Operate and maintain a variety of computerized reprographics equipment and monitor the output. **E**

Program and prepare high-speed equipment such as Xerox Docutech's 135 and DT 65. **E**

Program and prepare high capacity color photocopy equipment such as Xerox DT12. **E**

Operate auxiliary machines such as binders, shrink wrappers, string ties, drills, cutters, staplers, folders, and stitchers. **E**

Plan, schedule, and examine job orders to conform to time lines and production quality. **E**

Proofread and correct proofs as required. **E**

Operate, and maintain data storage systems and related networks for reprographic operations. **E**

Cut, pad, fold, stitch, drill, and wrap packages; arrange pick up and delivery of completed projects. **E**

Clean, adjust, and perform routine maintenance on all equipment. **E**

Assure the timely distribution and receipt of records, reports, and bulletins as directed. **E**

Work with and advise users of methods to obtain the best results for their production needs. **E**

Order print shop supplies; order and schedule equipment repairs and service. **E**

Schedule equipment repair and service. **E**

Maintain records of printing requests, warehouse orders, outside orders, service calls, and other items; prepare reports related to work performed; provide billing information to accounting personnel. **E**

Attend training programs offered by vendors. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Electronic and digital printing and copying equipment as well as related equipment.  
Methods and procedures used in maintenance and repair of equipment.  
Principles in record-keeping and reporting related to inventory, records and assets.  
Principles of supervision.  
Policies and objectives of assigned program and activities.  
Interpersonal skills using tact, patience and courtesy.  
Health and safety regulations.  
Proper lifting techniques.  
Methods and procedures of storing supplies and equipment.  
Performs related duties as assigned.

ABILITY TO:

Perform a variety of duties involved in compiling and maintaining equipment and records.  
Meet schedules and time lines.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Operate a data entry terminal, electronic copiers, printers, drills, binding machines, cutter, shrink wrappers and related equipment.  
Program and prepare high-speed equipment such as Xerox Docutech's 135 and DT 65.  
Program and prepare high capacity color photocopy equipment such as Xerox DT12.  
Establish and maintain cooperative and effective working relationship with others.  
Communicate effectively both orally and in writing.  
Perform physical and clerical duties involved in packing, storing and shipping supplies.  
Maintain routine records.  
Lift and move heavy objects.  
Add, subtract, multiply and divide quickly and accurately.  
Learn District locations.  
Assist in periodic physical inventory.

**EDUCATION AND EXPERIENCE:**

Two years of experience in the operation of high production advanced photo copy and other related equipment; high school diploma; course work in computerized graphic arts techniques desired; and ability to demonstrate the knowledge and abilities listed above.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

**WORKING CONDITIONS:**

PHYSICAL ABILITIES:

Bending, pushing, lifting and moving objects weighing up to 75 pounds.