

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	District Supervisor I, Graphics Services	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Graphics	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-13/Management Salary Schedule

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**(Former Classification: Graphics Services Supervisor)**

**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, coordinate and direct the efficient operation of the Graphics Department in order to meet District reproduction and printing needs and timelines; train, supervise, evaluate and provide clear expectations of assigned staff.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, coordinate and direct the efficient operation of the Graphics Department in order to meet District reproduction and printing needs and timelines. *E*

Receive and review incoming job orders; plan, organize, prioritize and schedule reproducing and printing work to provide timely delivery of high quality services; estimate cost of materials and labor according to established procedures; approve cost of jobs, process billing and maintain related records. *E*

Train, supervise, evaluate and provide clear expectations to assigned staff; make recommendations concerning staffing; interview, select, terminate and discipline assigned staff as necessary. *E*

Communicate in a timely and professional manner with District personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding design, format and scheduling of special printing work; identify concerns and implement or make recommendations; confer with District personnel regarding reproduction and printing needs. *E*

Research, evaluate and confer with vendors regarding Graphics Department supplies, materials and equipment; order supplies and materials according to established procedures and to meet the needs of students and staff. *E*

Prepare and maintain accurate and timely records and reports of department operations and activities such as attendance, time sheets, inventory and other related documentation as directed. *E*

Participate in the development of goals and objectives for an assigned area; make recommendations for changes and improvements; implement approved changes and monitor work activities to ensure compliance with in established guidelines. *E*

Supervise and participate in daily print shop operations, including paste-up and lay out, bindery, paper cutting, padding, composing and duplication activities; ensure safe and efficient operation of equipment to provide a safe, clean and orderly working environment. *E*

Receive and store equipment and supplies; maintain supply inventories as appropriate to provide timely delivery of high quality services to every site. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in graphics or print shop operations including one year experience in a lead capacity.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

A wide variety of printing techniques and procedures.  
Methods, materials, tools and equipment used in direct impression and offset printing and in plate preparation.  
Principles and practices of supervising, training and providing work direction.  
Inks and paper stocks used in duplicating work.  
Preparation and administration of printing schedules.  
Office methods, practices and procedures.  
Efficient record-keeping techniques.  
Current health and safety regulations.  
Technical aspects of field of specialty.  
Interpersonal skills using tact, patience and courtesy.  
Proper methods of storing equipment, materials and supplies.  
Oral and written communication skills.  
Inventory methods and practices.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Plan, organize, coordinate and oversee the operation of Graphic Services to meet District needs and time lines.  
Perform skilled printing and bindery work involving the operation of various types of duplicating, offset and related printing and bindery equipment.  
Train, supervise, and evaluate assigned personnel.  
Estimate costs, time lines and materials.  
Maintain equipment in proper working conditions.  
Analyze situations accurately and adopt an effective course of action.  
Plan, prioritize, assign, and organize work to meet schedules and time lines.  
Maintain accurate records.  
Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.  
Provide technical information concerning reproduction and printing of materials to others.  
Communicate, understand and follow both oral and in written effectively.  
Demonstrate loyalty and high ethical standards.  
Learn new or updated skills or computer/programs to apply to current work.  
Manage change and design an effective system of reporting progress and monitoring results.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal  
Communicate using patience and courtesy in a manner that reflects positively on the organization.  
Actively participate in meeting District goals and outcomes  
Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Print Shop environment; exposed to noise from equipment operation; exposure to chemical fumes; working around machinery with moving parts; contact with dissatisfied individuals..

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, lifting heavy object; reaching overhead, above the

shoulders and horizontally; bending at the waist; sitting and standing for extended periods of time; Dexterity to operate specialized equipment; hearing and speaking to exchange information; seeing to read and prepare graphic orders.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E=Essential Functions***