

Job Description

Position Title: Supervisor, Printing

Job Group: Media Support

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Non-Exempt

Position Summary:

The Supervisor, Printing performs supervisory level duties in operating copy and printing press machines. Explains cost and design capabilities and prepares project or repair estimates. Operates offset printing presses for printing and provides bindings. Maintains and services printing and bindery equipment. Inventories and maintains necessary supplies and materials.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Works with designers and clients to develop in house printed materials. Maintains, operates, and manages offset printing presses to print and provide bindery functions
2. Leads and supervises staff in the production and bindery of printed materials. Assembles signage, displays, and large format banners.
3. Trains and supervises staff; prioritizes and assigns work; and, conducts performance evaluations. Recommends hiring, disciplinary actions, and termination of staff.
4. Competes quotes and verifies billing; maintains records for submission into Banner.
5. Services and maintains all offset and bindery equipment. Orders printing inventory, project materials, and other necessary supplies.
6. Cross-trains staff on operations required in Print Services. Develops knowledge of current innovations and recommends equipment upgrades to meet College future needs.
7. Prints books, brochures, and reports.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Skill in coordinating and monitoring the work of others
3. Skill in effective communication (both written and oral)
4. Skill in organization, coordination and management
5. Ability to develop and maintain effective and positive working relationships

- 6. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required
- Three (3) to Five (5) years of related experience required.
- Five plus (5+) years of related experience preferred.
- One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, climb, balance, reach, and twist; to lift, carry, push, and/or pull moderate to heavy (over 50 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License
- Pre-employment Background Check Required