
Position:	Production Floor Supervisor	FLSA:	Exempt
Department/Site:	Graphic Arts	Salary Grade:	21
Reports to/Evaluated by:	Supervisor, Graphic Arts	Salary Schedule:	Classified Management

SUMMARY

Collaborates with Supervisor, Graphic Arts to supervise, assign, review and participate in the work of staff responsible for providing graphic arts and duplication services. Performs a variety of technical tasks related to the production of materials.

DISTINGUISHING CAREER FEATURES

Under the direction of the Supervisor, Graphic Arts, manages the production of graphic arts, printing and duplication, and the processing of work orders. Operates in a fast paced, production oriented environment, focused on providing excellent customer service, meeting tight timelines and schedules, insuring the availability of materials from either an outside vendor or from within the district warehouse. Basic knowledge in computerized graphic design and layout techniques, principles and practice of document enlargements and reductions, network computer skills, and copier programming skills are necessary. Must be a team player, possess strong attention to detail, and the ability to handle multiple projects with tight deadlines, while communicating information to both co-workers and customers in an accurate and timely fashion. Advancement opportunities will require additional training or experience in supervisory and management processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, prioritize, assign, supervise and review the work of staff responsible for providing duplication services within the Graphic Arts Department.
- May perform routine graphic art design duties or assist others in the preparation of report covers, brochures and other printed materials using computer programs and other layout techniques that meets the requirements of available reproduction equipment.
- Assist on receiving maintenance and repair services with various service technicians.
- Receive and review incoming job orders. Plan, organize, and schedule graphic arts and duplicating work. Work with Supervisor to establish timelines and workflow. Evaluate quality and quantity of services rendered and received.
- Confer with Supervisor regarding paper stock, duplicating materials, and equipment. Ability to receive supplies verifying invoices with shipments and stock supplies.
- Assist Supervisor with regular safety meetings for Graphic Arts staff.

- Assist in the collection of information in order to help prepare various reports related to operations and activities within the Graphic Arts Department.
- Ability to manage multiple projects/duties simultaneously.
- Ability to provide advice to district personnel regarding appropriate methods and materials to produce particular graphic projects.

QUALIFICATIONS

Knowledge and Skills: Requires considerable knowledge of the design, layout and production of written and printed materials. Requires thorough understanding of the operations, services, and activities of a materials production department. Must have a thorough understanding of District and individual site/department operations, goals and objectives in order to assist in development of effective materials. Requires strong supervisory, leadership, and organizational skills. Requires strong written and verbal communication skills in order to interact with a wide range of contacts both inside and outside the work setting.

Abilities: Must be able to review, interpret, and explain graphic arts and duplications services policies and procedures. Must be able to review, interpret, and recommend changes to graphic arts projects in order to meet user's needs. Must be able to operate, maintain, and troubleshoot the full range of equipment used in the production department. Must be proficient in the operation of specialized machines within the Graphic Arts Department such as floor staplers, paper cutters, digital networked copiers, collating, and folding machines. It is essential that the incumbent be able to perform duties in a manner that follows accepted safety standards for lifting, carrying, and moving of heavy materials or objects and may need to perform such safety trainings with employees.

Physical Abilities: Requires sufficient forearm, hand, and finger dexterity to work at a computer station, move and place lightweight objects; sufficient hand-eye coordination and near visual acuity and accommodation ability to bring items into sharp focus; color vision to evaluate and produce color documents. May require standing for prolonged periods, lifting, and moving light to medium weight (10-50 pounds) materials, bending, and stooping. There may be exposure to fumes from printing chemicals. Position is subject to continuous loud noise levels.

Education and Experience: High school diploma required. Minimum of three years experience in a business setting with experience in customer service and support, responsible record keeping, purchasing of materials and delivery of data. Knowledge of and proficiency with various copying, duplicating machines, and other graphic arts equipment preferred.