



## **JOB DESCRIPTION**

**Palm Springs Unified School District**

### **SUPERVISOR – MAIL SERVICES/REPROGRAPHICS**

#### **BASIC FUNCTION:**

Under the direction of the Director of Purchasing, Reprographics, and Warehouse, plans, organizes and oversees the operations of the Mail Services and Reprographics department. Supervises the safety and operating procedures for postal and printing requests and services. Oversees the graphic design services and branding image of District printed materials including marketing and curriculum materials.

#### **ESSENTIAL DUTIES:**

Evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, termination, and disciplinary actions; trains or assigns training to assigned staff on services offered by the Mail/Print Shop and equipment maintenance.

Prioritizes and schedules work orders, and monitors the completion of work orders and deliveries.

Establishes goals, priorities, and expectations for the print shop including the development of action plans and strategies for execution.

Oversees the Print Shop internship program and vocational training for District students in a modern print shop environment that includes prepress, digital printing, wide-format printing, and binding that offers real-world work experience.

Determines pricing structure and offers document and print services to outside vendors.

Develops and maintains the Print Shop's Digital Storefront website for District print orders.

Collaborates with District school sites and departments to create, print, and deliver marketing materials and customized curriculum.

Meets with District school sites and departments to discuss and advise on Print Shop services.

Maintains a variety of records and reports pertaining to the operation of the District warehouse; prepares and submits reports and records related to assigned activities as requested.

Operates bindery equipment (i.e. stitchers, folder, drill, cutter, spiral binding, perfect binding, slitting, creasing, lamination, and UV coating).

Monitors and orders stock and supplies.

Provides technical expertise, information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Assists in the development and preparation of the annual preliminary budget for mail services/Print Shop, analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Prepares comprehensive narrative and statistical reports. Directs the maintenance of a variety of reports and files related to assigned activities.

Attends and conducts a variety of meetings, in-service trainings, and conferences as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

U.S. postal regulations, rates, and procedures.

District organization and policies related to mail processing.

Use of postal processing equipment.

Page layout, photo-based, and spreadsheet applications including aspects of file formats associated with digital imaging.

Variety of printing equipment including digital copiers/printers, proper use, and storage of printing chemicals, paper, film, etc. care, and repair of graphic services equipment.

Computer hardware and software and applicable software applications and equipment such as collator, stitcher, folder, trimmer; pertinent software applications; operating drill, binder, and other finishing equipment.

Duplicating methodology and terminology; locations of schools, offices, and personnel; safe operation of vehicles.

Hazardous Communications standards to include health and safety information.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District rules, regulations, policies, and procedures.

Operation of a variety of office equipment, a computer, and assigned software.

**ABILITY TO:**

Plan, organize and direct the activities and operations of the Mail Services and Print Shop operations.

Train, supervise, and evaluate personnel.

Communicate effectively both orally and in writing.  
Create and design original layouts and artwork.  
Troubleshoot, diagnose, and resolve problems innate to a print shop environment including equipment and process issues.  
Maintain records, plan and manage projects.  
Interpret, apply and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action.  
Establish and meet schedules and timelines. Work independently with little direction.  
Plan and organize work.  
Oversee the maintenance of a variety of reports and files related to assigned activities.  
Drive a vehicle to conduct work as assigned.  
Work with constant interruptions.  
Work with detailed information/data.  
Resolve problems with tact and proficiency.  
Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of teachers, administrators, and staff.  
Maintain consistent, punctual, and regular attendance.

#### **EDUCATION AND EXPERIENCE:**

Possession of an Associate of Arts Degree in Business Administration, Graphic Arts or related field and four (4) years of experience in Graphic Arts, including at least two (2) years of supervision experience.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and evidence of insurability.  
Print out of H-6 (good driving record documentation) is required at the time of employment.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Indoor environment.  
Driving a vehicle to conduct work.

##### **PHYSICAL DEMANDS:**

Occasional lifting of heavy objects weighing up to 50 pounds; frequently lifting objects weighing 15 to 20 pounds, and constantly lifting objects weighing a minimum of 5 pounds.  
Sitting, standing, or walking for extended periods of time. Exposure to extreme temperatures.  
Lifting, carrying, pushing, and pulling heavy objects.  
Dexterity of hands and fingers to operate a computer keyboard and various warehouse equipment. Reaching overhead, above the shoulders, and horizontally.  
Bending at the waist, kneeling and crouching. Seeing to read a variety of documents.  
Climbing ladders to reach or inventory supplies and equipment. Hearing and speaking to exchange information.

#### **HAZARDS**

Exposure to chemicals.

Required Testing

None Specified

Certificates

Valid Driver's License and Evidence of Insurability

Valid Forklift Certification

Continuing Education/Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

Print out of H-6 (good driving record documentation) is required at the time of employment.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of Board policy on Evaluation of Management/Confidential employees.

FLSA Status

Exempt

Bargaining Unit

Management

Salary Range

15

BOE Approval Date

January 25, 2022