

Job Description

Job Title: **Printing Services Lead**
 Job Family: **Printing Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **October 2015**

Job Code: **1354**
 FLSA Status: **Non-Exempt**
 Pay Range: **L23**
 Typical Work Year: **12 months**

SUMMARY: Responsible for supporting the records and print studio manager in the overall operation of the print studio to include, but not limited to oversight and coordination of workflow and activities of the department personnel by, providing guidance and functional expertise within the print studio and the copier fleet helping to manage the day to day functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for evaluation of business processes to promote efficient use of time and resources and match business needs with the district’s goals. Identify and implement best practices and improve current processes. Develop standardized work procedures to ensure consistency within the print studio and minimize waste. Provide functional support and training to schools and departments as needed.	D	25%
2. Operate, maintain and modify billing accounts using the district accounting system including invoice print jobs, post payments and monitor accounts to ensure collection of requisitions and cash payments. Monitor accounts receivables and payables to verify budget accounts are correctly assigned. Create and authorize payment requisitions and perform collection activities on past due accounts as needed. Assist records and print studio manager on all financial matters pertaining to Printing Services. Manage and maintain daily chargeback process for the print studio.	D	20%
3. Assist with prioritizing, scheduling and assigning work to print studio technicians to promote efficient use of time and resources. Assist with interviewing, hiring employees, appraising performance; assist with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.	D	25%
4. Coordinate and develop the district-wide copier/managed print services (MPS) programs including new feature implementation, and working with vendor on identifying new print solutions to lower printing cost, district wide. Analyze monthly reports to determine best use of equipment. Oversee the development of monthly usage reports to business units in compliance with contractual obligations. Monitor, maintain and re-order inventory and supplies for copy program..	D	15%
5. Create marketing plans and promote services to district departments, schools as well as potential external customers. Develop and maintain price schedules for all media and special services provided by the print studio in the point of sale program.	M	5%
6. Process monthly time and attendance reports, track time off requests. Maintain petty cash account.	M	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of three (3) years of experience in bookkeeping and/or accounting.
- Project management experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced computer troubleshooting; problem solve and analyze computer software applications such as data analysis, program design, coding, testing, debugging and overall database concepts.

- Ability to work within team structure to meet deadlines while ensuring accuracy and completeness of projects
- Extensive knowledge in accounting, budget development and financial analysis.
- Knowledge of public finance processes preferred
- Advanced Microsoft software skills
- Technical skills in the area of data analysis, data verification, application integration, system analysis and design
- Ability to develop process flow and data flow diagrams
- Ability to manage projects and keep them within approved time lines and budgets
- Ability to work independently with minimal supervision
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Governmental accounting and school district experience
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Intermediate operating knowledge of and experience with personal computers, peripherals and operating systems.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of office software; Microsoft Office, Excel, Publisher and Adobe Professional.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Records and Print Studio Manager	070505

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:			

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist the records and print studio manager in development and monitoring the printing services budget.
- Responsible for collection of all reimbursements including but not limited to print studio, district copy program and mailroom.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy			X	
Coordinate			X	
Instruct			X	
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	