

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title Print Shop Supervisor
Revised: 02/25/2015	Department Business and Finance
Level: Staff, Range 6	IPEDS Skilled
FLSA: Non-Exempt	Reports to Vice President of Finance

POSITION SUMMARY

The Print Shop Supervisor manages the daily operations of the Print Shop including printing and graphic design.

MAJOR FUNCTIONS

1. Manage the day-to-day operation of the Print Shop.
2. Communicate with and assist faculty, staff, and students with printing needs, including books, instructional materials, posters, flyers, etc.
3. Establish and maintain rapport with college employees and students.
4. Diagnose equipment malfunctions and correct if necessary.
5. Communicate with service technicians in regards to malfunctions of machinery and quality control, as well as negotiating purchases and lease agreements.
6. Maintain inventory of supplies and order as needed.
7. Receive shipments and process paper work in a timely manner in order to meet deadlines.
8. Supervise Print Shop staff including student workers.
9. Invoice college departments for completed work.
10. Prepare reports and records insuring accuracy of data.
11. Operate power paper cutter, folders, paper drill, binding machines, staplers, and other bindery machines.
12. Perform other related duties as needed or assigned.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Associate degree or certification in a related field.
2. Three years of related work experience.
3. Ability to work independently or with a minimum of supervision in a safe and efficient manner.
4. Ability to work effectively with faculty, staff, administrators, and students, and interact appropriately with the general public.
5. Well-organized, flexible, and able to manage multiple projects simultaneously.

EQUIPMENT/SOFTWARE

1. Ability to use, and keep up to date with, latest computers and software technology for typesetting, design, layout and record keeping (i.e. Microsoft Word, Microsoft Publisher, Power Point, Excel, Adobe Indesign, Photoshop, Illustrator), and/or others as necessary.
2. Operate power paper cutter, folders, paper drill, binding machines, staplers, and other bindery machines.

POSITIONS SUPERVISED

Print Shop Staff.

WORKING CONDITIONS

1. Usually indoors with exposure to some noise and dust.
2. Responsibilities may occasionally involve evening and weekend work.
3. A neat appearance and appropriate businesslike apparel are required including addressing safety concerns.

PHYSICAL DEMANDS

1. Sedentary work involving sitting part of the time, but will involve mobility within the office, campus, and external locations.
2. Input and access information-using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
4. Physically able to lift a minimum of 50 pounds.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to apply critical and analytical skills to successfully perform job responsibilities and carry out instructions furnished in written, oral, or diagram form.
3. Ability to devise or modify methods or processes to solve specific problems.
4. Ability to work with and apply mathematical concepts.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including employees and the general public.
2. Effective telephone communication skills including ability to obtain and provide information verbally.
3. Ability to read and understand verbal and written instructions and to ask appropriate questions for clarification.
4. Ability to effectively present information and respond to questions.