



JOB TITLE	DEPARTMENT	REPORTS TO
Publications Manager	Communications	Chief of Communications

Position No: 77640	Length of Work Year: 12 Months
Salary Schedule: N19	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 2/16/18

JOB GOAL
To manage the district publications center and to oversee the production of printed materials as required by the schools and departments of the district.

MINIMUM QUALIFICATIONS

1. High school diploma or equivalent, Associate of Arts Degree or higher preferred.
2. Three years experience in printing and/or production field.
3. Experienced with industry-standard computer applications.
4. Minimum one year experience in planning, supervision, program development, purchasing, and budgeting. This experience may be included as part of the experience required above.
5. Ability to make clear and concise oral and written reports.
6. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To direct and coordinate department functions to ensure timely delivery and/or production of printed material, from conceptualization services to finished production-run dissemination effective print materials.
2. To consult with school and department personnel to design and develop jobs, maintain effective working relationships with associates, SCPS employees, and all graphic clients both internal and external to build sustainable partnerships.
3. To prepare and administer department budget and cost effective pricing systems.
4. To establish and monitor work flow, monitor production levels, and schedule jobs according to work request date and/or priority.
5. To supervise workgroup performance, monitor related statistics, and utilize effective skills in problem solving and conflict resolution.
6. To observe and enforce safety, security, and good housekeeping practices. Establish and ensure compliance with safety regulations in addition to rules and regulations promulgated by the Occupational Safety and Health Administration (OSHA).
7. To formulate long-range equipment upgrades and replacement plans to maximize productivity.
8. To review and analyze industry trends in print production to facilitate District direction.
9. To develop and implement preventive maintenance equipment programs.
10. To supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
11. To review materials when needed to verify compliance with federal and School Board copyright policy when applicable.
12. To approve leave requests and determine priority of leave.
13. To initiate purchasing actions for stock replenishment, printing supplies, and machine parts.
14. To plan and manage in-service training of department personnel.
15. To maintain a current district forms database.
16. To perform assigned tasks in a timely and efficient manner.

17. To perform assigned tasks with a high standard of quality.

18. 18 To perform other duties as assigned by supervisor.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.