

PRINTSHOP AND MAILROOM SUPERVISOR

JOB PURPOSE AND SUMMARY

This position receives general direction from the Director of General Services, and is responsible for planning, organizing, supervising and controlling the activities of the County's mailing and printing services to include off-set press services, high speed duplication, incoming and outgoing mail services, package service (UPS, FedEx, etc), digital printing and finishing equipment.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Develops marketing strategies and cost saving programs, and educates county employees and organizations on available cost-saving services.
- Identifies equipment requirements, facilitates the RFP process, and recommends the acquisition of equipment.
- Recommends expenditures and monitors the division budget.
- Develops and implements county-wide mailing and printing policies and procedures.
- Evaluates employee performance; checks quality, accuracy, and output of employee work; participates in the hiring of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline, up to and including termination.
- Establishes and maintains quality control program to ensure high quality services at a reasonable cost.
- Oversees complex offset duplication involving a variety of technical and precise adjustments and registration to offset presses.
- Performs design and layout functions to produce brochures, posters, signs, models, charts, graphs, bulletins, transparencies and other graphic materials.
- Performs complex printing and mail functions that merges variable data during print processes; organizes projects to maximize postal savings in accordance with USPS requirements.
- Establishes, maintains, and supervises the maintenance of all filing systems: metal plate file, original document file, general correspondence file, purchase requisition file, equipment literature file, invoice file and work order file.

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- Maintains inventory of supplies for equipment, operation, and necessary stock; maintains inventory and production records; verifies current pricing, writes purchase requisitions, coordinates with Central Stores, submits filed orders for payment; follows up on back-ordered items.
- Coordinates forms management systems for all County Departments.
- Evaluates and coordinates job requests for deadline requirements; prepares complete cost estimates for job requests and printing bids; prepares invoices for payment.
- Oversees maintenance of all mailing and printing equipment to ensure quality operating conditions at all times; manages maintenance contracts and software upgrades on digital equipment.
- Performs other work as required.

QUALIFICATIONS

Education and Experience:

- High school diploma or equivalent and two years of supervisory experience required;
- Five years of journey level experience in the operation of offset duplicating and digital printing and finishing practices; and three years of record keeping and public contact work in a service-oriented organization desirable;
- On a month-for-month basis, up to one year of vocational reprographics education and training may be substituted for required offset duplicating experience.

Any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

Knowledge of: operating principles and capabilities of printing and mail room equipment; functions of each area of a printing operation including the graphics section (artwork), the photo lab (photographs and plate making), digital press, make ready workstation and bindery; supervisory principles; cast certification requirements and regulations; optical mark recognition; best practices and trends in the printing and mailing industry.

Ability to: schedule workload to avoid peaks and valleys in production; manage several projects at the same time; establish quality standards and evaluate each phase of printing jobs; operate all components of offset duplicating and digital equipment, perform maintenance and minor repairs on all duplicating equipment; operate and maintain typical Print Shop non-duplicating equipment such as drills, punches, joggers, and automatic paper cutters; train and evaluate assigned personnel; stand for long periods of time; develop and maintain effective working relationships with employees of the department, other County departments, and outside agencies; keep accurate and organized records.

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