

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT MANAGER, Print Solutions

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years of successful supervision of a copy center/printing operation.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of applicable computer applications and technology as related to specific job functions.
- Knowledge of copy center functions to support large organizations.
- Ability to work with all levels of school personnel and other members of the district management team.
- Effective skills in problem solving and conflict resolution.
- Knowledge of appropriate and relevant safety procedures as they relate to working with and around copy and print center equipment.
- Ability to present ideas clearly, both verbally and in writing.
- Ability to work both independently and in teams, while providing outstanding customer service.

SUPERVISION

REPORTS TO Manager, Print Solutions
SUPERVISES Production Specialist(s), Production Assistant Lead(s), and other Assigned Personnel

POSITION GOAL

To provide supervisory expertise to the day-to-day operations of printing services for the benefit of the school district students, teachers, and staff.

PERFORMANCE RESPONSIBILITIES

1. *Supervise the work of all operational/support staff, including selection, training, and performance appraisal.
2. *Recommend employment, reappointment, and termination of department personnel.
3. *Supervise, in absence of the Print Manager, the daily operations of the Print Solutions department.
4. *Plan, manage, and serve as the primary contact for the Copy Center Program.
5. *Establish and maintain effective quality control, safety, and operational procedures.
6. *Maintain accurate and complete accounting records.
7. *Prepare and enter payroll/time and labor.
8. *Prepare and process all purchase orders.
9. *Issue invoices to customers as needed.
10. *Prepare financial data for payment processing.
11. *Assist in the preparation of financial and statistical data for review by district leadership.
12. *Plan and manage operational training of department personnel.
13. *Plan and manage in-service training of district personnel.
14. *Plan and manage the scheduling/replacement of absent personnel, may require some night hours.
15. *Plan and manage inventory related to job function.
16. *Maintain copy equipment and maintenance logs. Coordinate maintenance with contracted vendors.
17. *Monitor and prepare for fluctuations in production workloads.
18. *Interface with outside agencies for temporary employee services.
19. *Supervise scheduled and non-scheduled equipment maintenance on all print-related production equipment.
20. *Assist in the preparation of recommendations for upgrades and replacement of print-related production equipment.
21. *Assist in the recommendation acquisition of new technologies and equipment related to department function.
22. *Operate and maintain various production related equipment and bindery/finishing functions as needed.
23. *Accept shift assignments, including nights and weekends as assigned.
24. *On call to resolve technical difficulties on a 24/7 basis as needed.

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25. Perform other duties as assigned by the Print Solutions Manager or Designee.
**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, copy/print related equipment and chemicals, pallet jack, and ladder.

PHYSICAL REQUIREMENTS

Heavy Work Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE AO-13-H \$43,717 - \$74,689 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935	POSITION CODES PeopleSoft Position TBD Personnel Category 18 EEO-5 Line 53 Function 7760 Job Code 1640 Survey Code 77631	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Tim Harper Position Description Prepared by Tim Harper	BOARD APPROVED May 14, 2019 October 18, 2016 December 15, 1998 Previous Board Approval
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