

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Print Solutions

QUALIFICATIONS

- Associate's Degree in relevant field **OR** two (2) years post high school Vocational Certificate in Printing and five (5) years' experience in a management capacity of an institutional printing operation **OR** five (5) years' experience as a Print Manager.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of 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.
- Skill 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 Chief Technology Officer
SUPERVISES Assistant Manager, Print Solutions and Graphic/Production Lead and 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 district staff.

PERFORMANCE RESPONSIBILITIES

1. *Supervise the work of all leadership/operational/support staff, including selection, training, and performance appraisal.
2. *Recommend employment, reappointment, and termination of department personnel.
3. *Direct, establish, and maintain effective daily operations and tasks to include quality control, safety, in-service training, inventory management, and operational procedures.
4. *Develop and manage the budget for the department.
5. *Develop financial and statistical analytics for review by district leadership.
6. *Interface with outside agencies for temporary employee services.
7. *Establish community relationships with outside print service vendors.
8. *Interface with district personnel related to print-related services and recommend suggestions for cost-savings.
9. *Identify the technology to improve efficiency and quality goals; develop and direct implementation plan including communications, organization, management tasks, equipment, and reports.
10. *Manage the acquisition of new technologies and equipment related to department function and the needs of the district.
11. *Require being called to resolve technical difficulties on a 24/7 basis as needed.
12. Perform other duties as assigned by the Chief Technology Officer 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 in 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 in order to thrust forward, downward, or outward exerting up to 100 pounds of force.
Pulling Using upper extremities to drag, haul, or tug objects in a sustained motion exerting up to 100 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-10-F \$63,618 - \$97,588 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 1433 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 June 15, 1993 Previous Board Approval
--	---	---	---