

Under the direction of the

staffing requirements; and determines staff training and in-service needs.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Communicates with supervisors, administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Evaluates, determines, and selects appropriate equipment and systems, keeps abreast of new printing techniques; coordinates, organizes and follows through on multiple diverse activities simultaneously; clarifies copying and duplicating requests and determines equipment and supply needs.

Develops and implements short and long-term planning in own department; provides data for long-term planning in Print Services.

Oversees the operation of a variety of reprographic and finishing equipment including high speed copiers, folders, cutters, staplers, drills, binders, computers, scanners and assigned software; drive a vehicle to conduct work; pick up and deliver projects as needed.

Attends a variety of meetings as assigned.

OTHER DUTIES:

Performs other duties as assigned.

KNOWLEDGE OF:

Organization and direction of printing, reproduction and graphic design projects, services, and activities. Principles, practices, and techniques involved in the design, formatting, layout, production, printing, and duplication of a variety of graphics, documents, and materials.

Office duplicating processes and machines including high speed copiers, printers, and related finishing equipment.

Methods, terminology, equipment, materials, processes, and procedures used in the production of printed and graphic materials.

Page layout and graphic design.

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