

Job Description

Job Title: Coordinator of Print Shop, Mailroom & Warehouse
Position Code: 1E15, AE15
Job Classification: Exempt

Supervisor: Assistant Superintendent
Pay Grade: 42
Contract Length: 245 Days

Job Summary

Position is responsible for managing all aspects of a digital printing, mail and warehouse operations including supervision of staff; management of the budgets; establishing & implementing effective marketing strategies; establishing competitive pricing for materials/services; establishing specifications for outsourced printing; managing workflow processes as well as web-based order placement & self-service pricing; and coordinating with Mail Services for printed mailings to maximize NNPS cost savings.

Essential Duties

1. Supervises the operation of digital printing, and reproduction equipment in the Print Shop.
2. Design and edit graphic layouts using Adobe InDesign, Illustrator and Photo Shop.
3. Establishes schedules and staff assignments to meet critical NNPS printing requirements.
4. Maintains current knowledge of current state-of-the-art digital capabilities of Print Shop and related division-wide printing/copying equipment.
5. Analyzes daily operational and division-wide printing related requirements and costs.
6. Establishes division wide competitive pricing structure for the Print Shop, Mail Room, Warehouse and copiers.
7. Manages the electronic digital storefront which includes multiple budget codes; custom designs catalogs for various departments to streamline printing; manage all user accounts and overrides when necessary to comply with billing requirements; ensures the accuracy for job submission/completion of the storefront calendar with the NNPS calendar; manages daily job tickets which includes printing reports, uploading to make ready, updating print specifications and completing print tickets; generates monthly invoices which includes converting to CSV and exporting data to Excel pivot table report.
8. Serves as division-wide copier administrator, point of contact and back up copier administrator for all departments. Monitors and educates department copier administrators on Pharos software use; coordinates all copier moves and installations; quarterly, extracts copier readings from software to analyze and enter into a spreadsheet for billing purposes.
9. Develops and manages Print Shop budget. Approve and manage mail services and warehouse budget.
10. Maintains current knowledge of developments in the printing and mail industry including equipment and software functionality/enhancements and analyses all proposed equipment purchases using ROI and life cycle cost methodology.
11. Analyzes division-wide printing/copying, mail and warehouse practices to develop, promote and support efficient, cost effective processes.
12. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly with schools, departments, and individuals to provide seamless quality customer service.
13. Models non-discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Assistant Superintendent and other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Any combination of education and experience equivalent to possession of Bachelor’s degree and minimum 4 years of successful management/supervisory/oversight experience in a print shop. In depth knowledge of digital printing, duplicating, and related services. In-depth knowledge and demonstrated experience in managing a print shop budget and operation. Knowledge of printing related safety rules, procedures, and practices. Knowledge of graphic design principles, desktop publishing operations, automated printing systems and interrelated “print to mail” concepts/requirements. Knowledge of principles and practices of personnel management and supervision. Ability to analyze division-wide print/copy data/practices to recommend cost-effective, efficient processes. Ability to develop customer-focused marketing strategies raising awareness of these practices. Ability to execute ideas and concepts consistent with the school division’s goals and objectives. Ability to communicate effectively in the English language with others in individual or group setting in person or via telephone. Ability to work cooperatively with other school division employees and the public. Ability to produce written procedures and other documents in the English language reflecting clearly organized thoughts using proper sentence construction, punctuation and grammar. Ability to utilize Microsoft Office applications to track, record and develop reports on operational data.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Duties are performed in a print shop. Ability to stand; walk; climb; balance; bend; stoop; kneel; twist/turn; push/pull up to fifty (50) pounds of force on a regular and recurring basis. Specific vision abilities required by this job include close vision, color vision and peripheral vision. Also the ability to be exposed occasionally to fumes, toxic or caustic chemicals, and exposure to high noises level. Exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a print shop environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Assigned staff

Supervision Received: Assistant Superintendent

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Print Shop, Mail Services and Warehouse will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date