



**Orange County Department of Education  
Human Resources Department  
Supervisory Class Specification**

**Class Code: 6041  
Date Adopted: July 1, 2008**

**FLSA Status: Nonexempt  
Union Representation: Unrepresented**

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## **REPROGRAPHICS SUPERVISOR**

### **GENERAL PURPOSE**

Under direction, plans, organizes, supervises, and participates in day-to-day print shop activities; organizes and coordinates multiple projects on an ongoing basis to ensure timely delivery of printed materials; performs a wide variety of skilled, specialized, and technical duties in the print production and reproduction of materials utilizing digital printing, graphic design, and related print shop equipment, software, and techniques; provides routine to complex design and coordination assistance to OCDE personnel; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Reprographics Supervisor is responsible for supervising, coordinating, and overseeing the day-to-day activities of a full-service production print shop to ensure the timely and high quality production and reproduction of a wide variety of business and educational support materials. Work requires advanced knowledge of graphic design, page layout, image editing, and other computer software in order to prepare files and documents for production and advanced skills in the operation of a variety of high-speed digital printing and other print shop equipment to complete print production orders, many of which are large scale and high volume. The incumbent is expected to effectively interact with a wide range of OCDE customers to ensure that print production services meet quality and customer service standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Interviews, selects, organizes, supervises, coaches, and evaluates the performance and work of assigned staff; with staff, develop, establish, implement, and monitor work plans to achieve assigned goals and objectives; provides coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
2. Participates in developing, implementing and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
3. Plans, coordinates, and oversees day-to-day print shop work flow, activities, and operations; receives, assesses, and prioritizes multiple job orders/assignments; plans, schedules, and completes or oversees completion of assignments to ensure compliance with set standards of work production and agreed upon time frames; based on established criteria, calculates and determines job cost estimates/totals; compiles and charges jobs to appropriate divisions/departments/schools; maintains and updates assigned financial and accounting records and reports; distributes information and reports to appropriate sources.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

4. Coordinates with and provides guidance, assistance, and technical and specialized expertise to administrators, faculty, and staff; provides design and coordination assistance to administrators, programs coordinators, and specialists and other staff on a variety of routine to difficult matters, including clarification and definition of work requests, project requirements and expectations, guidance, and suggestions on design, layout, and other project elements and opportunities to optimize technology to meet or exceed customer objectives; communicates with vendors to research and evaluate products, equipment, and other printing materials.
5. Supervises and sets-up, operates, or monitors set-up and operations of high speed digital printing equipment to produce bulletins, brochures, booklets, handbooks, handouts, forms, and a wide array of instructional materials; utilizes software to program, monitor, operate, and control equipment and make adjustments to produce quality results; supervises and participates in the operation of a variety of bindery and finishing equipment to collate, cut, fold, punch, drill, bind, stitch, and pad printed materials; shrink wraps and packages products for shipping or storage.
6. Utilizing graphics, page layout, illustration, image editing, standard business applications, and other software and equipment in both PC and Mac formats, sets up, typesets, creates, edits, and prepares manual and computer lay-out of files and materials for production and, as necessary, creates text and graphics materials; utilizes scanning and other equipment to import images for editing and full color digital output; receives and sends digital files from/to other OCDE locations to achieve efficiency, productivity, and quality objectives.
7. Coordinates maintenance of printing and graphics equipment; makes minor repairs to and cleans and adjusts equipment; communicates major breakdowns or problems to service vendors/service representatives and monitors their work to ensure prompt repair; ensures safe work practices and methods and follows safety regulations and practices in the operation and servicing of equipment.
8. Monitors and maintains an inventory of printing and graphics supplies and materials; researches supply sources; orders supplies, arranges deliveries, and inspects received shipments; identifies and resolves inaccuracies, shortages, or overages.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Methods and procedures of high-speed digital printing processes, including finishing and bindery operations.
2. Industry standard software used in graphic and visual communications.
3. Principles and techniques of graphic design, page layout, and image editing used in commercial print production.
4. Operation and care of printing and related equipment similar to that used by OCDE.
5. Typical paper stocks used in a full production print shop.
6. Methods and practices of reducing production costs.
7. Proper English usage, spelling, grammar, and punctuation.
8. Federal, State and local laws applicable to the storage and disposal of hazardous chemicals.
9. Safety regulations and safe work practices.
10. Basic provisions of copyright laws applicable to the work.
11. Principles and practices of effective supervision.
12. OCDE human resources policies and labor contract provisions.

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**Ability to:**

1. Plan, select, organize, supervise, train, coach, and evaluate assigned staff.
2. Operate and maintain a variety of digital printing and reproduction equipment and computer software used in printing technology.
3. Utilize computers and computer software to create graphics and artwork and develop print layouts in accordance with OCDE standards and customer requirements.
4. Follow, apply, and enforce safe work practices, methods, and procedures in a print shop setting, including proper lifting techniques.
5. Develop accurate and timely cost proposals for customer print projects.
6. Interact with customers to define print project requirements and expectations and provide advice on design, layout, and other project elements.
7. Communicate clearly and effectively, orally and in writing.
8. Make sound independent decisions within established guidelines.
9. Establish and maintain effective working relationship with OCDE management, administrators, program coordinators/specialists, staff, and others encountered in the course of work.
10. Demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of progressively responsible experience operating advanced digital printing and reprographics equipment; or an equivalent combination of training and experience. Completion of coursework in graphic communications/production, visual communications or a closely related printing technology field is highly desirable.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy is required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to stand, walk, and sit; talk or hear, both in person or by telephone; use hands to finger, handle, or feel objects or controls and drive a vehicle; reach with hands and arms to at or above shoulder level; bend, bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance top access materials or equipment, and lift up to 100 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision, color vision, and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

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**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use math/mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple concurrent tasks with constant interruptions; work under intensive and changing deadlines and interact with administrators, program coordinators/specialists, staff, vendors, suppliers, and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a print shop, and the noise level is generally loud. The employee frequently works near moving mechanical parts and equipment and is exposed to fumes, airborne particles, toxic or caustic chemicals, and risk of electrical shock.