TITLE: **REPROGRAPHICS SUPERVISOR**

QUALIFICATIONS:

1. Knowledge of operation and maintenance of various duplicating machines and related equipment
2. Experience in operation and maintenance of offset duplicating machines and related equipment; lead experience desirable
3. Knowledge of basic supervision principles and techniques; ability to train and supervise work of others
4. Ability to maintain cooperative and harmonious working relationships with staff and public
5. Ability to use independent judgment in planning and organizing work of duplicating unit

REPORTS TO: Administrator as assigned

SUPERVISES: Duplicating staff

JOB GOAL: To supervise the operation of the duplicating unit so that maximum benefit will be realized by the educational program

PERFORMANCE RESPONSIBILITIES:

1. Under general supervision of department head, plans, organizes, coordinates and supervises operation of duplicating unit
2. Receives, reviews, schedules and monitors duplicating work orders; estimates time and materials; reviews completed work and supervises shipment to departments and schools
3. Oversees duplicating machine operations including, but not limited to, methods used in making masters, set-ups, mixing of solutions, cleaning, adjustment and minor repair of equipment; operates duplicating machines and related equipment
4. Maintains records, orders supplies, conducts inventories and prepares reports as required
5. Serves as resource to district staff regarding duplicating methods and materials
6. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; supervisory salary schedule, class 19

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

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