

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Office of Classified Personnel Services**

**Classification:**                   **MANAGER, GRAPHIC SERVICES**  
**Employment Category:**       **Management/Supervisory**

**Salary Range: 24**  
**FLSA Designation: Exempt**

**Job Summary:**

Under direction plans, organizes, coordinates and manages the operation of the District Graphic Services department, employing various types of pre-press, digital duplicating, offset and other related printing and bindery equipment. Supervises and directs employees in the design, production, distribution and retention of instructional, informational and administrative materials to meet the District needs as efficiently and economically as possible.

**Essential Job Functions:**

- **Manages** and oversees the Graphic Services Department to include printing, bindery and digital imaging for the purpose of producing high quality printed and electronic documents and materials in the most timely, efficient and cost effective manner possible to the District, associated groups and the community.
- **Evaluates**, recommends and implements processes, equipment and controls for the purpose of providing new and/or improved products and services to those supported by the department.
- **Oversees** the District Copier/Printer Plan, coordinating the research and recommendation for placement and integration of site and departmental copier/printers for the purpose of managing document reproduction efficiently and economically within the District.
- **Communicates** and coordinates internally and externally for the purpose of gathering and disseminating information, helping assure the District identity with respect to standardized use of its name and logo in publications, and compliance with standardized, copyright and fair use of printed material.
- **Oversees** the District Copier/Printer Plan, coordinating the research and recommendation for placement and integration of site and departmental copier/printers for the purpose of managing document reproduction efficiently and economically within the District.
- **Calculates** product costing for the purpose of effectively billing end users and utilizes best purchasing practices regarding budgetary control.
- **Determines** marketing guidelines and pricing structure offering document and print services as appropriate to non-profit and other governmental agencies.
- **Identifies** new technologies, applications and procedures for improved production and tracking of workflow and meeting the operational requirements of the department.
- **Consults** with District clients regarding form design, document layout and instructional material requirements for the purpose of ensuring District standards and satisfactory working design for end products.
- **Supervises** and coordinates personnel for the purpose of ensuring efficient operation of the department; and, providing training and development of personnel.
- **Prepares** and maintains department budget for the purpose of ensuring adequate supply of materials necessary to operate department.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, communicate effectively and problem solve, price and estimate project costs. Skill in the creation and design of original layouts and artwork. Knowledge of methods, procedures, materials and techniques used in the development and production printed of documents in single, spot and full color configurations. Knowledge and experience in the use and operation of page layout, photo based and spreadsheet applications, to include aspects of file formats associated with digital imaging. Ability to troubleshoot, diagnose and resolve problems innate to a print shop environment including equipment and process issues. Skill in the use of English in both written and verbal form, use correct grammar, spelling and punctuation, perform basic math calculations. Knowledge of Hazardous Communications Standards to include health and safety information. Knowledge of computer hardware and software and applicable software applications. Ability to maintain written records and plan and manage projects.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving, machine rooms, etc.) Mechanical Hazards (Inspecting equipment, machinery, electrical repairs; inspecting construction/facilities). Other Atmospheric Hazards: Fumes (Cleaning solvents, paint, etc.) Dust (Pollen, dirt, open fields, machine rooms, etc.)
- **Education and Training Required:** Bachelors Degree in Business Administration, Graphic Arts or related field and four (4) years of experience in Graphic Arts which included two (2) years of supervisory experience; OR, Associate of Arts degree in Business Administration, Graphic Arts or related field and four (4) years experience in Graphic Arts, which included two (2) years of supervisory experience; OR, eight (8) years of increasingly responsible experience in Graphic Arts which included two (2) years of supervisory experience.
- **Licenses, Certifications and Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Tuberculosis clearance.
  - Must possess or have the ability to obtain a valid California driver's license.

Personnel Commission: 12/03/97  
Board of Education: 04/21/98  
Salary Modification: 07/01/00  
**Personnel Commission: 09-2005**