



Little Rock School District

JOB DESCRIPTION

Position Title: Print Production Manager

Prepared Date: 12/09/2021

JOB GOAL:

The Graphics & Print Shop Manager oversees the Graphics and Print Department. The Print Production Manager is responsible for ensuring that assigned event projects are being produced in a timely fashion and are delivered on time.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 09, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. Associate of Science degree in computer science or other field preferred or A bachelor's degree is required.
2. Experience with computerized information systems in an education or a business/industrial environment is desirable.
3. Experience in performing minor computer/peripheral repair is required.
4. Experience in operating computer terminals, printers and optical mark reading equipment is required.
5. Experience in PC-based applications software packages is required.
6. Background in educational computer classroom applications is helpful.
7. Ability to communicate correctly, effectively and professionally, verbally and in writing is required.
8. Evidence of strong organizational skills.
9. A willingness to work in a collaborative team approach to program planning with classroom teachers/staff is required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Supervise graphics and print shop staff.
2. Schedule and process work orders via production worksheet distribution.
3. Maintain internal/external mail for the Little Rock School District.
4. Actively participating in a minimum of one scheduled production meeting a week with group operations to discuss upcoming workflow and team support.



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5. Continuous follow-up and meeting with Sales Representatives for each account to obtain advanced production information.
6. Assist with scheduled printer maintenance and general service contractors.
7. Assist in creating established guidelines and workflow for internal and external clients as related to graphics/printing.
8. Work with the Purchasing Department on providing all the needed cost information.
9. Establish and maintain department workflow and crew training.
10. Maintain up-to-date print product inventory.
11. Creating and implementing general Graphics & Print Shop policies.
12. Assist in creating internal Graphics and Print Shop menu of services and pricing guidelines.
13. Printing products delivered on-time at all times (with coded paperwork).
14. Maintains healthy and accurate stock levels of departmental supplies.
15. Communicate with key clients as needed and related.
16. Assist with printing sales when needed.
17. Provide price estimates for custom prints when needed.
18. Provide cost reports as scheduled.
19. Maintain a safe, organized and clean work environment.
20. Prepare graphic files for print.
21. Manage outside vendor print jobs when needed.
22. Supervise the cutting, mounting and lamination of finished print media.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.