

Solano County  
Office of Education

JOB TITLE: Duplicating Services Manager

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Associate Superintendent, Administrative Services and Operations, plans, organizes, directs, coordinates, schedules, facilitates, and monitors printing, copying and courier services including off-site locations for SCOE and other agencies contracting with SCOE for such services; establishes work priorities, schedules work flow and standards of quality for printed, duplicated and graphic arts materials; train and direct assigned personnel; responsible for the oversight of all machines and equipment. This position is responsible for providing duplicating and courier services for other agencies that contract with SCOE.

#### JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to establish and maintain effective work relationships with district personnel, fellow employees, customers and vendors.
- Ability to interpret and apply rules, regulations, laws and policies concerning copyrights, printing procedures, equipment maintenance and proper handling and disposal of hazardous materials.
- High school diploma and 4 years of increasingly responsible journey person level of experience in a graphics arts/print shop.

#### ESSENTIAL DUTIES

- Plan, organize, and coordinate day-to-day graphics and duplicating activities to assure that departments and off-site locations for SCOE and other agencies under contract are provided with quality materials in a timely manner.
- Review incoming work requests and courier needs and assign to personnel as appropriate; establish schedules, priorities and time lines; revise schedules to accommodate rush projects, equipment malfunctions and unexpected absences of personnel.
- Responsible for developing proposals and bids on printing jobs for outside agencies.
- Provide oversight used in operating all equipment, OSHA rules, and MSDS reports.

- Communicate with SCOE, customer personnel and administrators regarding projects and schedules; provide technical expertise concerning printing, duplicating, and courier services.
- Direct and train assigned personnel.
- Prepare and monitor the department's annual budget; approve expenditures in accordance with budget limitations and established fiscal policies.
- Prepare and maintain departmental records, reports and statistics related to budget, production, supply inventories and equipment maintenance.
- Review and evaluate production methods, work flow and schedules; develop and implement ways and means to reduce costs, increase efficiency, conserve materials and supplies and utilize staff effectively.
- Responsible for preventive maintenance on department equipment; troubleshoot, adjust and make minor repairs as needed; research, assess and recommend the purchase or replacement of equipment, supplies, or services as appropriate.
- Provides training and technical assistance on duplicating/copying machines.

#### MARGINAL DUTIES

- Serve as a member of Management Advisory Council (MAC).
- Performs other duties as assigned.

#### SUPERVISION RECEIVED

Employees in this classification receive minimal supervision within a broad framework of general guidelines.

#### SUPERVISION EXERCISED

Employees in this classification direct, coordinate, supervise and formally evaluate the work of SCOE personnel. This position directs and coordinates the work flow for other agencies contracting with SCOE but does not supervise or evaluate non-SCOE personnel.

#### PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (60%)

Walking (20%)

Sitting (20%)

Body Movement (Frequency):

None (0)   Limited (1)   Occasional (2)   Frequent (3)   Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (4)

Pushing and/or  
Pulling Loads (2)

Reaching  
Overhead (2)

Kneeling or  
Squatting (3)

Climbing Stairs (1)

Climbing Ladders (1)