TITLE: Graphic Arts Supervisor

**REPORTS TO:** Administrative Director of Finance and Purchasing

**GENERAL RESPONSIBILITIES:**

* Provides leadership in planning, managing, and evaluating the operation of Graphic Arts Department.
* Supervises and coordinates the work of the department staff.
* Responsible for the operation of all machines and all printing production.

**PERFORMANCE RESPONSIBILITIES:**

* Supervises and coordinates activities of employees performing composition/layout, plate making/photography, reproduction, and collating.
* Evaluates production of personnel.
* Coordinates services to all departments within the school system.
* Supervises printing, inventory control, and cost control at six (6) sites.
* Supervises cost estimating and editing.
* Reviews and approves job orders. Consults on specific job requirements.
* Analyzes monthly job cost reports. Maintains accurate job cost records for planning annual budget.
* Maintains inventory of materials and supplies to meet production requirements.
* Assures that all materials and supplies meet the job order specifications for amount and quality.
* Determines project priorities and assigns work for most efficient use of equipment and personnel.
* Coordinates work progress and schedules necessary personnel.
* Follows up on production schedules to assure deadlines are met.
* Coordinates machine operating and maintenance schedules to minimize down time.
* Recommends new equipment to increase production efficiency and reduce costs.
* Reviews information on the latest technology in printing industry.
* Evaluates equipment in line with work volume capabilities and improved technologies to determine replacement or obsolescence point.

**QUALIFICATIONS:** A high school education plus five (5) years experience in printing, layout, design and distribution at supervisory level.