

**Position Description**  
**Lead Printing Operations**  
**Department: Printing Services**

**Position Purpose**

To supervise operations within the Printing Services Department

**Duties and Responsibilities**

1. Supervises Printing Services Technician; authorizes work schedule and overtime.
2. Develop equipment and facility requests, monitor budgets and expenses
3. Train, develop and motivate full time and part time staff assigned to Production
4. Provide estimates of costs for all work
5. Operates high speed copiers in the reproduction of single or multicolored work
6. Operates high speed duplicating machines (presses); performs bindery work as necessary
7. Schedules preventative maintenance for equipment
8. Makes minor adjustments and maintenance to machines; alerts vendors of more complex maintenance
9. Assist in studying new equipment to maintain state-of-the-art Printing Services
10. Maintain inventory of materials and supplies
11. Coordinate installation of software upgrades on the digital equipment as required
12. Schedules work flow through production area
13. Contributes to the effective team management of all relevant problems, issues, and opportunities

**Required Knowledge**

1. Knowledge of College policies and procedures
2. Excellent written and oral communication skills
3. Excellent interpersonal communication skill
4. Management and organization skills
5. Knowledge of offset duplicating machines, duplicating presses and copiers
6. Knowledge of ink, paper stock and chemicals used in reprographic work

**Ability to:**

1. Work independently
2. Learn new Printing Services technologies
3. Analyze and prioritize printing requests
4. Prepare cost analysis for printing requests