

Position Description
Lead Printing Services
Department: Printing Services

Position Purpose

To coordinate activities within the Printing Services Department

Duties and Responsibilities

1. Maintain all job requests and related records
2. Represent Printing Services on campus committees as required
3. Represent Printing Services on off-campus activities as required
4. Process all purchase requisitions
5. Maintain inventory of materials and supplies
6. Supervise Printing Services Clerical Specialist
7. Assigns work to outside vendors
8. Coordinates department services
9. Fill in as necessary on production work in order to maintain job flow

Required Knowledge

1. Knowledge of College policies and procedures
2. Knowledge of customer service standards and procedures
3. Excellent written and oral communication skills
4. Excellent interpersonal communication skill
5. Management and organization skills

Ability To:

1. Work independently
2. Select and oversee work of outside vendors
3. Select and evaluate suppliers