



**POSITION DESCRIPTION**

<b>JOB TITLE: Supervisor, Print Operations and Mailroom</b> Job Class: 2430	
<b>DATE</b>	Office of Operations  Business Services
<b>Pay Range:</b>	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> Manages the day to day operations of Duplicating Services and purchases printing from outside vendors. Ensures smooth operation of the mailroom and works to ensure timely delivery of large mail projects. Coordinates work of the duplicating and mailroom staff to ensure customer service standards are met.	

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Supervises, plans, organizes and directs the operations of the central duplicating and mailroom services in order to meet district needs. Regulates the workflow which can frequently involve heavy volume and tight deadlines.
2. Supervises, evaluates, trains and directs the performance of assigned staff. Participates in the interview process, makes staffing recommendations and handles discipline as outlined in the Milwaukee Public Schools Employee Handbook.
3. Supervises the operation of high-speed printing equipment, offset presses, bindery equipment and the computer system. Ensures safety procedures are followed.
4. Supervises the operation of heavy-duty mailroom equipment and ensures safety standards are followed.
5. Provides outstanding customer assistance relative to mailroom, printing and duplicating needs.
6. Promotes and markets the duplicating department services and products to administrative departments.
7. Communicates with district personnel to provide technical information and resolve issues or questions regarding design, format and scheduling of specialized projects.
8. Purchases printing for MPS including writing bid specifications, recommending awards and authorizing the orders and contracts for printed materials.

9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, School Business Services

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees a staff of 9 – 10 employees

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

A high school diploma or GED is required. An associate's degree in print shop operations or a similar field is desired.

**Experience Requirements**

Four years of previous experience in a high volume print operation is required.

**Knowledge, Skills, and Abilities**

Ability to write specifications for printing jobs. Knowledge of print, design, typesetting, prepress, press operation, bindery and mailroom operations is required. Effective oral and written communication skills are required. Excellent teamwork skills are essential. Strong customer service skills. The ability to develop effective working relationships with diverse individuals at all levels is required. Effective computer skills to include MS Office Suite and related graphics software is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment, some noise, regular lifting and standing through the day.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle lifting up to 50 pounds and regular standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**