

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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|---|--|----------------|---------------------|
| Job Title:  | District Director, Printing and Design | Range: 16 (CL) | Management Schedule |
| Date Revised:   | February 21, 2003                      | Date Approved: | March 11, 2003      |
| <b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b> |  |                |                     |

### PRIMARY PURPOSE

This position is responsible for the management and supervision of a multi-structured department, which includes graphic design, print production ranging from photocopying to multicolor process printing, mail and courier services.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

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| 1.  | Plans, organizes and manages the day-to-day operations of the District's production and delivery services, including graphic design, printing, mail and courier services.   |
| 2.  | Supervises efficient workflow and scheduling; assigns projects and provides work direction for subordinates; monitors projects for accuracy and quality.  |
| 3.  | Develops and prepares the annual operational budget; maintains adequate records and controls to ensure that operational expenditures remain within established budget limitations; implements procedures for, and supervises departmental billing for services.   |
| 4.  | Makes recommendations regarding equipment acquisition and replacement.  |
| 5.  | Establishes cooperative working relationships with outside vendors and suppliers and negotiates pricing as required.  |
| 6.  | Maintains current knowledge of technical advances and industry changes; implements new ideas and innovations.   |
| 7.  | Communicates with vendors, campus and District personnel, and users to ensure timely, cost-effective, and high quality completion of design and printing projects.  |
| 8.  | Establishes, and revises as needed, an efficient courier/mail delivery schedule.  |
| 9.  | Selects, manages and evaluates the performance of assigned staff.   |
| 10. | Maintains a variety of records and prepares reports related to assigned functions and services.   |
| 10. | Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.  |
| 11. | Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees. |
| 12. | Performs related duties as assigned.  |

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**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The District Director, Printing and Design, maintains frequent contact with administrators, faculty and staff throughout the District, vendors, consultants and contractors.

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**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Any combination equivalent to two years of college-level course work in printing and design operations and four years of management/supervisory experience. Experience with mail operations and postal regulations is desirable.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of print production principles, spanning high-speed photocopying to multicolor process printing.

Knowledge of graphic design.

Knowledge of bindery and finishing services.

Knowledge of job estimating and pricing.

Knowledge of postal regulations and functions, including bulk mail requirements and preparation of mass mail.

Knowledge of budget preparation, maintenance and record keeping procedures.

Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to manage, coordinate, analyze, specify, and accomplish projects and provide customer service in a multi-tasking environment.

Ability to analyze customer requirements and propose cost effective and efficient solutions.

Ability to work independently with little direction.

Ability to plan, organize and prioritize work.

Ability to meet schedules and budgets.

Ability to keep abreast of technological changes.

Ability to communicate effectively, both orally and in writing.

Ability to supervise, train and provide work direction to others.

Ability to establish and maintain effective working relationships with others.

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Fast-paced printing production shop environment; subject to occasional lifting; exposure to noise, printing and cleaning chemicals.