

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Title:	Print Shop Manager
Reports To:	As Determined by the Executive Director of Achievement & Leadership
Employment Status:	As Determined by the Executive Director of Achievement & Leadership
Days:	As Determined by the Executive Director of Achievement & Leadership
MOESC Salary Schedule:	Print Shop Manager
FLSA:	Non-Exempt

QUALIFICATIONS

- Associate degree (Graphic Design, Marketing, Communications, Business)
- Experience in color and black & white digital and offset printing, graphic design experience preferred, working knowledge of graphic design software Adobe Photoshop, Adobe Illustrator, Adobe InDesign, CorelDraw, Adobe Acrobat Professional, QuickBooks Pro, Microsoft Office Suite, WordPress and Adobe Muse.
- Minimum two-year work history
- Successfully pass BCI/FBI background checks
- Bachelor degree (Graphic Design, Marketing, Communications, Business) (preferred)

GENERAL DESCRIPTION

Manage print shop operations and act as main point-of-contact for all clients. Provide printing and ancillary services to client school districts and non-profit/profit organizations, including price quotes, performing print/binding work, and ensuring proper delivery and timely invoicing of completed jobs.

ESSENTIAL FUNCTIONS/SKILLS

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage Print Shop to provide printing services to external and internal clients

- Increase revenue by increasing client base and rate of return on jobs
- Develop and maintain print job schedule
- Manage financial aspects of all projects, from initial estimates through invoicing in a timely manner
- Purchase paper and related supplies integral to the operation of the Print Shop
- Oversee proper operation and maintenance of equipment (high capacity color and B&W digital printers, stapler/binders, hole punch, paper cutter, etc.)
- Manage Print Shop staff (as applicable)
- Exhibit a customer-focused, pleasant demeanor
- Prioritize, schedule and complete multiple tasks
- Excellent verbal and written communication skills
- Works with Technology Manager to maintain Print Shop and support Conference Center Website
- Maintain a clean, safe and professional working environment in the Print Shop
- Meet regularly with Executive Director of Achievement & Leadership
- Perform other duties as assigned

PERSONAL QUALITIES

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability and accepts responsibility for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Takes initiative
- Self-directed mindset
- Skilled problem solver
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position, stays current on technology education issues and initiatives
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

WORKING CONDITIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

PHYSICAL DEMANDS

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 50 pounds), but not for sustained periods
- Operate Print Shop equipment (high capacity color and B&W digital printers, stapler/binders, hole punch, paper cutter, etc.) and standard office equipment (computers, word processing, spreadsheets and communication software)
- This job is performed in a generally clean and healthy environment.

EVALUATION

Performance of this job will be evaluated by the Executive Director of Achievement & Leadership or designee according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received

The Mid-Ohio Educational Service Center is an equal opportunity employer.

