



**FOOTHILL-DE ANZA**  
Community College District

## **Office of Human Resources and Equal Opportunity Administrator Job Description**

### **DIRECTOR, PRINTING SERVICES**

**DEPARTMENT:** College Operations

**COLLEGE:** De Anza

**SALARY GRADE:** A2/A3 - F

#### **POSITION PURPOSE:**

Reporting to the Associate Vice President of College Operations, directs all Printing Service Employees and activities, to ensure timely delivery of the highest quality and lowest cost printing to the Foothill - De Anza Community College District. Provides strong leadership and vision for the implementation of all printing and Electronic Networking Digital Publishing Services to the college and other educational communities.

#### **NATURE and SCOPE:**

The Director of Printing Services supervises the Print Shop Assistant III, Press Operator III, Press Operator II, Assistant V, Print Shop Assistant IV, Print Shop Assistant III, Print Shop Assistant II, and Print Shop Assistant I.

This position is responsible for developing the department's budget and determining free printing allocations. Performing all hiring interviews of contract staff and making final recommendations to district Human Resources. Selecting suppliers and buying all operating supplies; designating maintenance agreements on equipment. Presenting proposals for the purchase, rental, and lease of new equipment and for obtaining necessary approval; developing all bid specifications and presenting them to District buyers to begin the formal bid process; reviewing all participating bids and making final justification and recommendations for selecting a successful bidder.

#### **KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Manage the printing support services for De Anza College, District office, instructional and non-instructional staff, students, and activities.
2. Generate non-district revenue. This includes marketing printing services to students, other school districts, and city government offices.
3. Manage all De Anza College rental, purchase, and maintenance contracts of photocopy machines and printing equipment.
4. Plan, develop, and write reports, survey, studies and analysis of printing, self-service copy and fee-based services to outside non-profit agencies.
5. Maintain statistics of payroll records, program evaluations and annual reports.
6. Performs related duties as assigned.

#### **EMPLOYMENT STANDARDS**

##### **Knowledge:**

1. Photo offset lithography: color reproduction, film developing and darkroom procedures, film layout and stripping, plat making, finishing and binding, paper grade and basis.
2. Print cost estimating, photo engraving and foil stamping.

3. State and local government environmental safety regulations.
4. Principals of business management.
5. District safety policies and accounting practices.
6. FHDA Board Policy Manual and Human Resources Manual.
7. Agreement between FHDA board of Trustees and The Service Employees International Union.

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing.
3. Ability to compile and use statistical data for financial analysis.

**Education and Experience:**

1. AA. Degree and seven years of pay work experience as a manager of medium to large printing operations.
2. Experience in graphics design, Desktop Publishing, and Digital printing.
3. Experience in marketing printing strategies.
4. Certified Graphics Communications Manager.

**Preferred Qualifications:**

1. Seven years experience with computer estimating systems preferred.
2. Print buying knowledge and experience preferred.
3. Three years work in a community college environment preferred.
4. Experience working with graphic computer software: Photo shop, Page Maker, Adobe illustrator, Trapping software preferred.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to travel to conduct work

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 1996

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