



City of Tempe

PRINT PRODUCTION LEAD

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	132	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$20.234135
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$27.315865
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Mail Operations Clerk
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Administrative Support

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the IT Training & Print Shop Services Supervisor or other managerial staff.

Exercises functional and technical work direction over print services, mail and surplus property staff. This lead position reviews workloads, assigns work and coaches employees with specialized instructions and practices for job accomplishments. Lead personnel may contribute to other employees' performance evaluations; assist with the hiring process by interviewing and making recommendations and providing input to supervisory staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years increasingly responsible experience in the operation of computerized reprographic machines, mail center equipment and related equipment. Knowledge of Microsoft Office, Adobe Acrobat Pro. Use of standard print industry layout and digital print rig software. Knowledge of Adobe InDesign and Illustrator desirable.
<i>Education:</i>	Any combination of training, education, and experience in equipment operation, mail center operation, surplus property control and disposal that is equivalent to graduation from an accredited college or university with a Bachelor's Degree in Print Management or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver's license. • Requires the possession of, or required to obtain within six months of hire, a valid Arizona forklift operator's certificate.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To lead and participate in the operation of the Print Shop. Perform a wide variety of specialized duties and oversee workflow in accordance with the Print Shop's policies, procedures and standards.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Organize, assign, and evaluate the work of Print Shop staff.
- Provide and coordinate staff training; coach staff and resolve interpersonal issues; contribute to staff performance reviews and provide supporting documentation for corrective action/discipline when appropriate.
- Manage print, mail C and surplus property contracts for presort mail service, express package service, overflow printing services and surplus property services, this includes reviewing monthly billing costs, settlement of billing issues, and approval of monthly billings for payment issuance.
- Participate in budget preparation, administration and reporting; prepare cost estimates for budget recommendation; submit justifications for budget items; recommend expenditure requests for designed accounts; monitor and control expenditures and budget accounts.
- Interact with City Procurement Office, customer department and suppliers to develop needed purchases and specifications for procurement actions; order, monitor and maintain inventory, specialty substrates, materials and supplies.
- Operate high volume black & white and color digital production printers using industry standard printing software for job setting, digital color saturation, and successful execution of batch files turning digital files into paper output.
- Operate and maintain large format printer, cutter and laminator. Knowledge of proper color and paper profile usage to ensure correct printing output.
- Identify and evaluate hardware and software problems for printing and postal equipment and computer systems; assisting ITD staff and/or outside vendor with problem resolution.
- Operate and maintain standard print finishing equipment with knowledge of finishing techniques such as binding, cutting, weeding, mounting, hemming and preparation of vinyl lettering and logos for decals.
- Assist customers with inquiries in all service areas of the Print Shop including Print, Mail and Surplus Warehouse. Establish and maintain effective working relationships with management,

other city employees, coworkers and vendors.

- Understand the duties of the Mail Operation Clerk position in order to fill in as a backup in the absence of the Mail Operations Clerk. This includes active knowledge of USPS mail design guidelines and requirements, mail classes and their qualifications.
- Receive and process surplus property; use a forklift to remove surplus property from vehicles and organize on pallets. Track and monitor incoming/outgoing surplus and manage the Surplus Exchange to reflect current inventory.
- Update digital inventory control system as needed to ensure accurate inventory counts and accurate customer charge back for print, materials, and finishing services.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (boxes and supplies) up to 50 lbs.;
- Operate city vehicles;
- Operate city equipment (to move heavy objects such as a forklift, pallet jack, dolly, etc.);
- Operate computers, calculators, and other office equipment;
- Work out-of-doors in inclement weather.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective May 2001

Revised June 2006 (Title Change and duties)

Revised November 2011 (title change and update duties)

Revised August 2017 (purpose statement, job duties, exp & education & physical demands)