



PUBLICATION SERVICES MANAGER

BASIC FUNCTION

Under general direction, manage the operations and activities of District publications, printing and reprographic programs, contracts, facilities and staff; manage, update, implement and enhance the District's electronic records and documents management system.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Manage the District's publication services program, staff, contracts and facilities, by planning, budgeting and establishing department policies and procedures; forecast programmatic, contracted services and budgetary needs essential to maintain publication services operations. "E"
- Manage contracts and service agreements for school and central office photocopiers/printers with vendor and future contracts for copiers; conduct site visits to determine copier issues; initiate contact and follow-through with vendors regarding equipment issues, supplies, service tickets and other items under maintenance and usage contracts; serve as point-of-contact and liaison regarding copiers and service and to resolve copier issues with sites and vendors. "E"
- Coordinate and work with and across school sites and departments to manage inventory of copiers and supplies, move, add, change and relocate copiers; verify power, network, space issues and needs; manage network and printing issues with copiers. "E"
- Manage the shipping and receiving of copier supplies; monitor usages and assist in copier lease and usage site billing per contracted equipment and service agreement terms and conditions and in accordance with District purchasing and contracting rules, guidelines and policies. "E"
- Manage the District's central printing facilities and staff by scheduling and coordinating daily print production, projects and requests, budget, cost and equipment necessary to complete assigned projects. "E"
- Manage daily production operations and priorities; develop, deliver and monitor a variety of print shop reports, production costs, issues and budget/billing codes and customer information, billing and charge-backs to schools and departments for print work, paper inventory and costs, posting of job orders, issues and status to ticketing system concerns from schools and sites. "E"
- Assist service recipients via walk-in, telephone, email and other means to fulfill requests for services; respond to and provide consultative services to school site and central office customers' requests for reprographic services guidelines, standards, materials design options, uses, turnaround time and costs; gather information, respond to inquiries and resolve concerns from staff and stakeholders. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"
- Manage the preparation of and prepare a variety of invoices, purchase orders, projections of revenues and appropriations for publication services programs; conduct analyses and review budget expenditure plans and prepare recommendations to keep expenditures within planned amounts. "E"

- Manage the District's Document Management System; define and design standardized policies and procedures on Electronic Document retention and backup. "E"
- Assist Departments and schools in document management by designing databases and access on the document maintenance system; maintain software and hardware; coordinate and implement software updates, licenses and system upgrades and enhancements. "E"
- Develop and provide district staff and external stakeholder trainings on the document management system categorization, classification and retention programs, software usage and management and related functions. "E"
- Supervise the performance of assigned personnel; interview, select and train employees and recommend transfers, reassignment, termination and disciplinary actions. "E"
- Prepare and maintain a variety of budgets, narrative and statistical reports and records, presentations and similar activities related to assigned functions. "E"
- Lead, participate in and represent the District at a variety of meetings, workshops, seminars and in-services. "E"
- May assist in pickup and delivery to and from sites, buying supplies directly from local vendors; may assist in rush delivery to schools and sites
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Publications Services Manager manages contracts, programs and staff over the District's publication services division, which includes the lease and service agreements for school and central office photocopiers, management of staff, processes and programs providing copying and printing services and development and management of the digital records retention and retrieval system.

EMPLOYMENT STANDARDS

Knowledge of:

Existing and emerging digital reprographics and publications machines, equipment, technologies and software, such as Microsoft Office Suite, Quark Express, Adobe Photoshop, Adobe InDesign, and similar publication software and technologies.

Set up and operations of printing, binding and related production machines, tools and equipment.

Public agency budgeting, purchasing and contracting policies, rules and laws.

Elements of effective management and supervision.

Technical knowledge of copier fleet operations and maintenance.

Project management, scheduling and tracking techniques.

Customer service techniques.

Work flow management and process improvement strategies.

Ability to:

Ensure that professional quality work is completed in a timely manner

Participate in designing policies, procedures and plans for improving the District's printing, copying and electronic documents program.

Research product costs and availability for purchase

Coordinates and oversees the maintenance, and operation of a District-wide copier system.

Manage, train, interview, select and evaluate the work of assigned staff.

Advocate, model and implement Portland Public School's Racial Equity policy.

Update records accurately and completely as required by laws, district policies and guidelines.

Develop and deliver presentations, trainings, workshops, and in-services to a variety of audiences.

Prepare required reports on programs and department activities.

Establish and communicate clear objectives for assigned programs and activities.

Establish and maintain cooperative and effective working relationships.

Communicate effectively both orally and in writing.

Utilize relevant technologies and software.

Education, Training and Experience:

The Publications Services Manager requires any combination of education, training and experience equivalent to an Associate of Arts degree in a related field and five (5) years of experience performing the full scope of activities within a digital media print shop environment, including performing general copier maintenance, developing and delivering print-ready layouts and designs using a variety of print and presentation software on multiple platforms and print job scheduling and recordkeeping. Experience in a lead or supervisory role is preferred.

Special Requirements:

Positions in this classification require the use of personal transportation and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a print shop environment.

Hazards: Chemicals, inks, toners and noise levels typical to a print shop environment.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a print/publications work shop; dexterity of hands and fingers to operate a computer keyboard, commercial photocopier, bindery and other print shop production and business equipment; sitting and standing for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying medium to large sized boxes of paper, print shop equipment, supplies and materials weighing up to 50 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to proofread small font copy, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: 36

Approval Date: February 21, 2017

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P