
Auburn University Job Description

Job Title: **General Mgr, Repro-Print Shop**

Job Family: No Family

Job Code: **EA52***

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Provides general oversight and direction to the digital print shop for Auburn University.

Essential Functions

1. Establishes and implements policies designed to maximized the production of the department staff.
2. Develops and manages an effective job tracking program aimed to control job efficiency and overall quality of finished products.
3. Designs, manages, and implements a campus client marketing, promotion, and communication program to reposition the unit as the primary resource for all digital reproduction work.
4. Oversees all accounting, reporting, cash management, client billing, depositing, and related clerical work ensuring all meet Auburn University guidelines and procedures.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Business or Technology
Experience (yrs.)	6	Experience in managing an operation

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of digital and offset printing, basic accounting principles, and costing procedures.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires walking, climbing or balancing, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012
