
Auburn University Job Description

Job Title:	Mgr, Repro-Print Shop	Job Family:	No Family
Job Code:	EA07	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Oversees the daily operations and function of the digital print shop for Auburn University.

Essential Functions

1. Sets priorities for reproduction jobs on campus based on customer needs.
2. Oversees accounting functions for the print shop including invoicing and budgeting.
3. Establishes pricing for individual jobs and repetitive charges based on customer needs and requests.
4. Conceives and implements ideas for increasing revenue streams, marketing the unit, and improving customer satisfaction.
5. Determines the need for replacement or new equipment based on emerging technologies, prepares requests for proposal to acquire needed equipment, reviews proposals, and chooses vendors.

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	Degree in Management, Journalism, Communication, Marketing, Public Relations, or related field
Experience (yrs.)	5	Experience in print shop operations including customer service

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, .

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/5/2012
