



Copy Center Manager

Department: Auxiliary Services	Effective Date: 7/1/15
Reports To: Executive Director, Auxiliary Services	Team: Administration
FLSA Status: Nonexempt	Job Status: Full-time
Salary Grade: 8	Job Classification: Support

Position Summary:

The Copy Center Manager provides leadership and first-line supervision of all phases of operations of the Copy Center including: staffing and training of employees, scheduling and assigning copy production work, communicating with customers regarding their copy production needs, and implementing appropriate quality control standards. The Copy Center Manager oversees the daily operation and staffing of the Copy Center. The Copy Center Manager manages the College's copyright clearance process for faculty course packets, operates digital high-speed monochrome and color copiers and related copy/bindery production equipment, manages inventories of paper and supplies, and performs daily routine maintenance on equipment and color calibration of color printers. The Copy Center Manager works with an entrepreneurial spirit evaluating and offering services to the College and off-campus community.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Operate digital computerized copy press, binder, collator, paper cutter, padding equipment, folder, and photocopier.
2. Manage Copyright Clearance process for institutional packets from faculty.
3. Maintain adequate inventory of printing supplies.
4. Troubleshoot malfunctioning equipment and schedule regular preventive maintenance.
5. Negotiate and maintain service contracts and lease agreements on existing equipment.
6. Develop bid specs for purchasing or upgrading new equipment.
7. Prepare cost analysis for printing classroom handbooks to be sold in College Bookstore.
8. Manage Copy Center employees which includes approving leave requests.
9. Forecast printing volume and schedule employees accordingly.
10. Maintain college-wide letterhead stationary inventory.
11. Coordinate off-campus printing support of vendors to meet high demand request.
12. Create and maintain database for customer charges for budget chargebacks.
13. Ensure safe and proper storage of flammable chemicals and materials compliant with OSHA regulations.
14. Provide customer service to faculty, staff, administrators and off-campus customers.
15. Interview, hire and train part-time staff for printing services.

Required Minimum Qualifications:

Copy Center Manager

1. AA Degree
2. Experience working with printing equipment
3. Supervisory experience

Desired Qualifications:

4. Knowledge of office machines, basic accounting, and spreadsheet software
5. Knowledge of all phases of printing , printers, and paper types
6. Ability to work with faculty and staff
7. Critical thinking and problem-solving skills

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.