

CLASS TITLE: MANAGER OF DIGITAL IMAGING AND OTHER SERVICES

Class Code: 02300201
Pay Grade: 28A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for overseeing and directing the operation of a centralized digital imaging facility within a state department/agency including personnel, production, equipment, budget and recordkeeping; to be responsible for other support services such as internal mail delivery and the processing of external mail and to insure its effective operation in order to provide speedy and adequate mail service; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with wide latitude for the use of independent judgment; work is reviewed usually upon completion for conformance to instructions and policies.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of a staff of technical and clerical personnel engaged in various printing shop activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for overseeing and directing the operation of a centralized digital imaging facility within a state department/agency including personnel, production, equipment, budget and recordkeeping; to be responsible for other support services such as internal mail delivery and the processing of external mail and to insure its effective operation in order to provide speedy and adequate mail service.

To schedule digital printing orders, determine cost effective methods, oversee quality control and review the progress and completion of work orders.

To complete digital printing orders such as scanning, creation of PDF files, and modifying formats using a type of digital copier (color, black and white, plotter).

To review the planning of the more difficult layouts, form setups and working details involved in the printing of pamphlets, booklets, fowls and charts.

To be responsible for overseeing and accounting for all income and expenditures, including billing for services, forecasting trends in facility usage, and recommending pricing for services and equipment acquisition.

To perform preventive maintenance and arrange for equipment service.

To be responsible for maintaining an inventory of supplies in order to accomplish printing tasks.

To respond to inquiries, conduct research and to resolve problems related to transactions handled by the unit.

To serve as a liaison with other constituencies to resolve day-to-day administrative and operational issues.

As required, to participate in the development of operational goals and objectives for the unit. To recommend, implement and administer methods and procedures to enhance

operations.

To maintain a continuous cost analysis on all jobs, and to prepare cost estimates of proposed jobs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, materials, and equipment used in digital imaging/printing; a working knowledge of the proper principles and practices for the operation of a department mail room; a working knowledge of standard office practices and procedures; the ability to make decisions as to the best media and materials to be used for the most effective duplicating or printing method; the ability to prepare cost analyses and estimate cost on proposed projects; the ability to monitor and/or maintain quality control standards; the ability to communicate effectively, both orally and in writing; the ability to perform preventive maintenance according to published guidelines; the ability to supervise and train employees to organize, prioritize and schedule work assignments; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school supplemented by technical digital printing, publishing or other related training courses and/or computer courses; and

Experience: Such as may have been gained through: a minimum of five years employment in a responsible position within a digital printing facility or other similar operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 20, 2016