

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER I, WAREHOUSE/GRAPHIC ARTS

DEFINITION

Under direction of the Executive Director, Contracts and Purchasing, the Manager I, Warehouse/Graphic Arts supports the educational programs of the District by managing, planning and organizing the day-to-day operations of the Warehouse and Graphic Arts departments.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Graphic Arts:

1. Manage the design, development and production of graphic images and text for posters, flyers, cards and other promotional items.
2. Design and produce a variety of District brochures, manuals, invitations, letterhead, envelopes, business cards, etc.
3. Oversee all aspects of the Districtwide copier improvement plan.
4. Manage leases for a variety of equipment throughout the District.
5. Maintain records regarding materials usage and equipment utilization analyzing and forecasting needs.
6. Produce and distribute District identification badges for all employees.
7. Consult with site administrators and other management staff providing technical expertise and assistance to evaluate complex projects.
8. Continually update knowledge of graphics and mapping software, computer technology and graphic reproduction technology.

Warehouse:

9. Manage and organize incoming and outgoing goods and supplies to ensure accuracy, completeness and conditions of items for conformity to purchase order specifications.
10. Research, compare, negotiate and prepare specifications and quotations for a variety of District consumable supplies, using available cost saving techniques ensuring compliance with established laws, policies and procedures.
11. Maintain adequate supplies essential to District operations.
12. Coordinate, plan, schedule and assign routing of delivery of supplies and equipment.
13. Oversee the efficient delivery of mail to all school sites and district departments.
14. Coordinate all bulk mailings.
15. Manage the District's fleet of a variety of forklifts and coordinates necessary service.
16. Administer and supervise destruction of confidential records.
17. Perform need assessments, feasibility planning and a variety of other research for District equipment and make recommendations as appropriate.
18. Perform multiple technology functions, specifically, digital files and inter-district online forms.
19. Oversee the budget planning, receivables and expenditures for both departments.
20. Perform multiple technology functions, specifically, digital files and inter-district online forms.
21. Establish, maintain and nurture professional relationships with management, colleagues, staff, and school related outside agencies.

EXAMPLES OF DUTIES (Continued)

22. Evaluate, supervise and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
23. Reinforce training techniques for supervisory and lead personnel, as appropriate.
24. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
25. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; practices, methods and techniques of graphic design and layout; standard storekeeping methods used in receiving, inspecting, storing, issuing, replenishing, inventorying, and delivering materials, supplies and equipment; budgetary, accounting, and legal procedures and practices regarding procurement and disbursement of supplies and equipment; safe and efficient operation and maintenance of forklifts and stackers; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills.

Ability to: Manage, lead and direct the functions of a warehouse and graphic arts departmental activities; read, interpret, apply and explain rules, regulations, policies and procedures; supervise, evaluate and discipline subordinates; analyze and evaluate data for specific use; demonstrate organizational, time management analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written directions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; operate and ensure the maintenance of forklifts and other similar equipment safely; forecast needs for stock replenishment and warehouse space based upon analysis of past records and known future requirements; interpret information and create graphic designs in accordance with sound design, layout and composition principles and applicable policies and guidelines; maintain current knowledge of technological advances in the field; digitally scan images and photographs; comply with the District's customer service standards, as outlined in Board policy.

Education: Graduation from high school or equivalent.

Experience: Five years of experience working with print shop production and/or warehouse services including two years of lead or supervisory experience.

License: Valid California Driver's License.