Position Description Lead Printing Services Department: Printing Services

Position Purpose

To coordinate activities within the Printing Services Department

Duties and Responsibilities

- 1. Maintain all job requests and related records
- 2. Represent Printing Services on campus committees as required
- 3. Represent Printing Services on off-campus activities as required
- 4. Process all purchase requisitions
- 5. Maintain inventory of materials and supplies
- 6. Supervise Printing Services Clerical Specialist
- 7. Assigns work to outside vendors
- 8. Coordinates department services
- 9. Fill in as necessary on production work in order to maintain job flow

Required Knowledge

- 1. Knowledge of College policies and procedures
- 2. Knowledge of customer service standards and procedures
- 3. Excellent written and oral communication skills
- 4. Excellent interpersonal communication skill
- 5. Management and organization skills

Ability To:

- 1. Work independently
- 2. Select and oversee work of outside vendors
- 3. Select and evaluate suppliers