**Classification Specification for Unclassified Service**

**Title:** Director, Printing & Reprographic Services

**Pay Scale Group:** 17

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**Essential Function**

Under general supervision from a designated administrator, plan, direct and administrative, operational and financial aspects of service center/cost recovery departments (Printing services, University Duplicating Services and satellite copy centers) for the University.

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**Characteristic Duties**

- Provide direction on daily operations of printing bulk mail, university duplicating systems, and satellite copy centers.

- Provide direction on products and services offered, raw good acquisition, delivery, and staffing. Develop and monitor quality standards of operations. Define market to be serviced. Search for new business opportunities.

- Maintain knowledge of industry changes and standards and develop strategies (business & marketing plans, systems development, etc.) to ensure viability of the department as an academic support unit.

- Develop and monitor annual budget. Prepare operating reports. Monitor revenues and expenses to ensure financial stability. Develop, interpret and apply standards and procedures governing the operation.

- Consult with deans, directors and department heads regarding printing, copy and related services. Design programs to meet their existing and future needs.

- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

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**Minimum Qualifications**

- Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field. Experience must be directly related at a managerial level. Experience may also require at least one (1) year supervision.

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*Last updated: January 2007*

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An affirmative action/equal opportunity institution