Title: Manager, Reprographic Services Operations

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, manage daily operations of reprographic services for a University unit.

Characteristic Duties

- Manage daily operation of reprographic services for a University unit.
- Manage purchasing for reprographic services and related functions of the unit. Reconcile invoices, monitor purchase orders and assist with writing requests for proposals.
- Manage billing for reprographic services and related functions of the unit. Create reports, assist with budget preparation and provide cost recovery information.
- Provide copiers for other units. Identify customer need and administer service contracts.
- Coordinate with the unit’s business office, and act as liaison with vendors, Accounts Payable and Purchasing.
- Assist with fiscal projections, evaluation of pricing structure and cost recovery efforts and make recommendations for revisions.
- Recommend, develop and implement operational policies and procedures for reprographic services and related functions of the unit.
- Oversee machine and copier maintenance and repairs. Maintain physical asset database, and transfer assets, as needed.
- Assist with customer service needs of the unit and market department services.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Assign work; ensure proper workflow of the unit; act as lead worker.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in reprographic services or related field. Experience must include at least one (1) years supervision.

Last updated: June 2003