



	DATE April 24, 2003
JOB TITLE Assistant Director, Printing Services	JOB CODE 8709
FLSA STATUS Exempt	UNIT/DEPARTMENT A&F/ Auxillary Enterprises
REPORTS TO: Director, Printing Services	SUPERVISES: Printing Service Production Coordinators

POSITION SUMMARY:

Assists the director in providing direction to print shop staff by maintaining daily contact with Printing Service Production Coordinators and making decisions in the area of job production and scheduling.

POSITION KEY ACCOUNTABILITIES:

1. Manages, estimates, and schedules all incoming work to UTHSC Printing Services.
2. Discusses and coordinates the daily print shop activities with the Printing Service Production Coordinators.
3. Resolves discrepancies or problems that arise, makes final decisions on how jobs are to be produced, and makes changes to daily schedules depending on priorities.
4. Attends daily production meetings to provide input to and keep abreast of production changes.
5. Reviews cost sheets which includes final review of job cost quotes to clients.
6. Assists in the purchasing function within Printing Services by reviewing equipment needs, writing specifications, and completing purchase requisitions.
7. Keeps current on policies and procedures used within the Print Shop, and recommends changes as deemed to be appropriate.
8. Manages Human Resources activities for direct reports in regards to: recruiting and selection, hiring and termination, training, professional development, mentoring, counseling, performance evaluations, and salary planning.
9. May perform other duties as assigned.

CERTIFICATIONS/SKILLS:

MINIMUM EDUCATION:

Bachelor's degree in Business Administration.

MINIMUM EXPERIENCE:

Five years print shop experience required; preferably to include two years experience in managing a related business enterprise.

PHYSICAL REQUIREMENTS:

Exerts up to 50 pounds of force occasionally and/or up to 20 pounds frequently and/or up to 10 pounds constantly to move objects.

SECURITY SENSITIVE: This job class may contain positions that are security sensitive and thereby subject to the provisions of *Texas Education Code § 51.215*