



THE UNIVERSITY of TEXAS
HEALTH SCIENCE CENTER
AT HOUSTON

	DATE June 8, 2004
JOB TITLE Manager, Copy Services	JOB CODE 8771
FLSA STATUS Exempt	UNIT/DEPARTMENT HSC - General / Auxiliary Enterprise
REPORTS TO: Vice President	SUPERVISES: Clerical Staff and Duplicating Equipment Operators

POSITION SUMMARY:

Provides managerial and administrative direction to the Copy Services Department.

POSITION KEY ACCOUNTABILITIES:

1. Ensures the Copy Services Department operates in an efficient, timely, and cost effective manner.
2. Operates two types of Copy Services billing systems: 1) Non-Infotext Billing System – manually reads the copier auditoron for the billing information and then inputs the data into the computer billing system, and 2) Infotext Billing System – billing data is retrieved via electronic data channels from all remote sites connected to this system and then downloads the data into the University Financial Management System (TUFIMS).
3. Implements the department operating plan and budget, and prepares the annual report.
4. Prepares monthly reports and various informational and statistical reports such as the Summary of Copy Charges Report and the Income Report.
5. Works directly with all vendors concerning equipment and related office products.
6. Deals directly with the State of Texas Account Manager for Xerox and Regional Director for ISI Infotext in support of the equipment needs and maintenance.
7. Attends conferences relating to the area of copy services and attends trade shows as necessary.
8. Manages the 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:

None.

MINIMUM EDUCATION:

Bachelor's degree.

MINIMUM EXPERIENCE:

Three years of administrative and/or supervisory experience.

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*