

**CLASS SPECIFICATION**  
**Printing and Distribution Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes, directs and evaluates the operations and personnel of the City's printing distribution programs; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This single-incumbent class has overall responsibility for the Printing and Distribution Division of the General Services Bureau. Through subordinate supervisors, this class directs the operational and financial management of the division. The work of this class is complex and involves significant accountability and decision-making responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Printing and Distribution Division; with subordinate supervisors, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans and directs the operations and services of a large, multi-shift, state-of-the-art printing plant and several smaller satellite print shops; ensures the timeliness and quality of the services and products provided.
5. Coordinates and consults with managers and staff of other City bureaus regarding division services; negotiates and coordinates with other public agencies that utilize the City's printing services and facilities.
6. Directs the preparation of contracts for printing services and reviews and approves bids; reviews and approves printing service rates; plans and manages the division's revenues and expenses.
7. Directs and participates in analyzing the City's long-range printing and reprographic needs and develops recommendations for current and future equipment, policy and procedural requirements.
8. Directs the procurement of printing from commercial printing plants.
9. Plans and directs the collection, handling and distribution of U.S. and interoffice mail for all City bureaus.
10. Plans and directs the activities and personnel of the City's centralized microfilming and reprographics functions.
11. Prepares and maintains a variety of written records and reports.
12. Ensures compliance of unit work to pertinent codes, regulations and guidelines.
13. Researches and remains up-to-date on technological trends and advances in the printing industry.

#### **OTHER DUTIES**

1. Performs duties of City Photographer when requested.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles, practices and methods used in the efficient operation of a large, complex printing plant.
2. Administrative principles and methods including goal setting, program development and implementation, and employee supervision.
3. Principles and practices of budget development and administration and revenue fund management.
4. Safety regulations, safe work practices and safety equipment related to the work.
5. Codes, regulations and guidelines pertaining to the work.
6. Computer applications related to the work.

**Ability to:**

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Manage and direct a large multi-shift printing plant.
3. Select, motivate and evaluate staff and provide for their training and development.
4. Prepare, administer and monitor a division budget, including the development of service rates and revenue funds.
5. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
6. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
7. Prepare clear and concise records, reports, correspondence and other written materials.
8. Exercise independent judgment and initiative within general policy guidelines.
9. Establish and maintain effective working relationships with those encountered in the course of the work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, or a closely related field; and at least five years of progressively responsible experience managing a large, state-of-the-art printing plant; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2001. This class is composed of positions from the following class(es):

0356 PRINTING AND DISTRIBUTION MANAGER. Adopted: 04-20-76; Revised: 09-29-89, 07-01-92

June 2009 - Change Job Class number from 7734 to 30000723, due to system change.