

MANAGER - PRE-PRESS OPERATIONS*

Function of Job:

Under broad supervision of designated supervisor, manage operation of Pre-press/Copy Center areas, train and supervise staff, serve as customer liaison, coordinate production schedule with pressroom supervisor, and design print media from conception to final product.

Characteristic Duties and Responsibilities:

1. In conjunction with pressroom supervisor, generate and maintain daily production schedule and all workflow procedures and coordinate operations of central printing facilities' pre-press section, including all phases of production from concept and design up to final product.
2. Supervise, evaluate, train and assign daily work to staff, as assigned.
3. Work collaboratively with writers, editors, graphic designers and others to prepare their files for offset printing/copying production and electronic distribution, including troubleshooting and repairing files as needed.
4. Write bid specifications for all outsourced print and mailing work.
5. Provide technical support for college/university community; consult with clients concerning publication needs, audience goals, budgets (including cost estimates), and timelines; ensure adherence to college/university graphic identity standards and United States Postal Service mailing regulations.
6. Perform pre-press work as needed, i.e. overall layout and design, perform color correction and halftone preparation, produce color separations and proofs and electronic files; use printers to create large work, such as posters. Develop and maintain budgets for prepress and copy areas.
7. Install, maintain, and troubleshoot application software and computer operating systems, addressing technical questions that may arise.
8. Maintain currency with latest design and offset printing technology and pre-press software.
9. Order all necessary supplies and equipment in accordance with purchasing guidelines.
10. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and two years of related experience in graphic arts.
2. Supervisory experience.
3. Effective communication, organizational and interpersonal skills.
4. Proven design skills and strong working knowledge of type styles and copy fitting.
5. Computer skills as required by department.

10/10/08
System Approval

7/14/08
Effective Date

*Revised – original approved 5/12/93 as Supervisor – Pre-Press Operations

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.