

DEPARTMENT OF EDUCATION
STATE OF HAWAII

REPROGRAPHIC SPECIALIST III, EO-08

DUTIES SUMMARY:

Has program responsibility for providing statewide graphics, replicating, distributing, technical, and planning services for the publication of materials for the Department; provides leadership and direction in developing long-and short range plans for meeting the printing needs of the Department and for increasing the Section's capabilities for meeting those needs; supervises a staff of professional and clerical personnel; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Reprographic Specialist II in that the Reprographic Specialist III has program responsibility in providing statewide graphics, replicating, distributing, technical, and planning services for the publication of materials and supervises a staff of professional and clerical personnel under the general administrative and technical direction of a Director; whereas the Reprographic Specialist II has immediate responsibility for providing a variety of specialized and professional services and performs the full range of the most difficult and complex assignments.

Positions in this class are afforded independence in supervising ongoing and established programs and activities. Controls imposed are generally in the form of general directions as to activities, policies, and deadlines. In accomplishing special projects or in solving major problems, greater controls are typically imposed in the form of prescribed scope of project, results desired, and time limitations for project completion

EXAMPLES OF DUTIES:

1. Provides administrative and technical supervision over the branch.
2. Confers with school, district, county, state, and federal agency personnel to facilitate the accomplishment of program requirements.
3. Develops and maintains a system with all district and state offices which will schedule printing requests according to the offices' printing needs and enable the Section to control its expenditures by quarters.
4. Prepares the operating budget and expenditure plan for the Section, considering current and projected requirements.
5. Assists or represents the Branch Director in presenting information to the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
6. Serves on special task forces or other committees as requested.
7. Conducts special studies, makes recommendations, and prepares and submits reports as required.
8. Participates in the collective bargaining process by researching, collecting, and preparing necessary data and reports.

9. Reviews, accepts, prioritizes and schedules all requests for printing; plans and makes recommendations for the selection of the best format for major productions.
10. Develops and maintains an internal system for accepting, producing and delivering printed materials.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Training and Experience: Graduation from an accredited college or university with a master's degree in educational administration, business administration, industrial design, or related fields or a bachelor's degree plus 30 semester credits in educational business administration, industrial design or related fields and seven (7) years of progressively responsible job-related professional experience in the use and production of educational instructional media or closely related fields.

Knowledge of: Basic principles, theories, and practices of educational communications; principles and practices of administration, including program analysis planning and evaluation techniques; principles and practices of public relations and budget preparation.

Ability to: Develop and evaluate plans, programs, and procedures; make sound administrative policy decisions; direct and coordinate the work of subordinates; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.