Manager, Printing and Mail Services

Job Code 50010972

General Description
The purpose of the Manager of Print and Mail Services is to maintain and provide a quality cost efficient printing and mailing office for the Texas State Community. To know and understand the Federal, State, and University policies in accordance with printing and postal regulations and meet the continuing printing and postal demands of Texas State University.

Examples of Duties
Supervise and delegate jobs and duties to employees to maintain quality cost efficient print and mail service on campus.
Maintain and oversee the Print and Mail Services Operations on the Texas State Campus.
Assure the financial integrity of the various accounts for revenue and expenses under print and mail services.
Make certain proper maintenance of equipment is kept and essential resources for operations are in stock.
Meet with clients to discuss printing and mailing needs, analyze proves requirements, schedule production, make process estimates, and task oversight.
Provide liaison support for print and mail services in reference to the rest of the university and off campus community.
Provide oversight and training for the IDT processing of various departments within Auxiliary Services.
Appraise assigned employees in a timely manner.

Knowledge, Skills, and Abilities
Knowledge of: Texas State campus; retaining information; book keeping.

Skill in: Creating clear reports; establishing rapport across campus to their postal needs; public speaking; operating equipment; computers; problem solving and decision making.

Ability to: Maintain account records; interpret policies and procedures; explain procedures; supervise; use tract and sound judgment; train;

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements