

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Operations**

Job Code: **2914**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	College degree or equivalent education and experience.	College degree.
Experience	Minimum five years progressive experience in a multi-tasked position.	Required experience in addition to experience in Higher Education in State of Texas.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Responsible for the operation of Print Shop, Copy Center, Central Stores, Shipping/Receiving, and Mail Room. Establish schedules, set printing standards/costs, and maintain high quality production. Design and prepare graphics for jobs to be printed.**

Duties and responsibilities	% Time
Develop budget, policies and procedures for areas of responsibility that include Print Shop, Copy Center, Central Stores, Shipping/Receiving, and Mail Room. Monitor inventories of Printing Services and Central Stores, and Mail Room postage budgets. Monitor Central Stores inventory for the inclusion of new items and deletion of obsolete items. Spot check inventories for accuracies of count. Assist supervisors, as needed, in the operation of units within areas. Coordinate and administer a plan for the control of expenses in revenue generating departments. Monitor departmental budgets. Develop and recommend annual budget proposals. Prepare monthly reports. Involve unit supervisors in the university planning process [Planning, Budgeting, Implementing, Assessing (PBIA)]. Conduct performance assessments of subordinates. Review progress of maintaining up-to-date desk reference manuals. Work with outside vendors as needed.	40
Management of UHCL Printing Services. Enter and analyze revenue reports. Complete monthly revenue/status reports for service departments. Provide competitive printing costs to faculty/staff. Meet with faculty/staff as needed to discuss design/printing needs. Maintain budget not to exceed revenue. Establish daily and monthly meetings for staff as needed. Prepare end of fiscal year inventory, organize shop, forms and provide personnel for counting. Provide tours to faculty/staff annually. Recruitment of staff hiring and firing as needed. Update policies/procedures within areas of responsibility	30
Conceptualize artwork in preparation for desktop publishing and select graphics for job. Provide a proof to customer, meet and discuss as needed. Monitor latest design trends, print design publications and internet sites. Maintain software upgrades	20
Committee/Affiliation Involvement, i.e., PASA, PASA Board, Shared Governance Committees, SACS, Search Committees (new employee hires), HR Editorial Committee, Awards Program Committee, Convocation, TACUP (Texas Association of Colleges and University Printers), etc.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*