

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Production Manager	SALARY GRADE:	HU-12
DATE CREATED:	June 30, 2014	EEO CODE:	02
JOB CODE:	4311	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION:

The purpose of this position is to direct the daily production workflow in a timely and efficient implementation of all printing, coping, bindery and delivery of printed materials.

**SUPERVISORY
ACCOUNTABILITY:**

May supervise subordinate departmental staff.

NATURE AND SCOPE:

Internal contacts are with university administrators, faculty, staff, and students. External contacts are with vendors and others in the printing industry.

**PRINCIPAL
ACCOUNTABILITIES:**

Reviews work orders, performs specified duties and sets priorities in scheduling.

Provides technical advice to the supervisor on the most effective and economical production workflow.

Provides cost estimating request.

Maintains standard shop quality and production.

Orders materials, services and supplies.

Serves as back-up in the absence of higher-level production personnel.

Coordinates jobs for outsourcing ensuring that they meet University standard.

Assures that equipment receives regular maintenance.

Active participant in the hiring of new staff and the documentation of employee performances and evaluations.

Performs other related duties as assigned.

CORE COMPETENCIES:

Knowledge of estimating software tools.

Knowledgeable of electronic imaging and scanning.

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Competence in both oral and written English to communicate in a clear and concise manner.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and customers.

MINIMUM REQUIREMENTS:

Appropriate number of years of technical training and appropriate number of years of experience in related facility, or any equivalent combination of seven years education and experience. Three years of managerial experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation