

**CENTRAL SERVICES MANAGER
Los Medanos College**

DEFINITION

Under general direction to plan, organize, and manage a variety of centralized service units such as duplicating services, word processing services, switchboard operations, and mail room activities; to perform work assignments in all areas of assigned operations; and to do related work as required.

RESPONSIBILITIES

Planning, organizing, and managing the work of staff assigned to centralized service functions such as duplicating services, word processing services, switchboard operations, and mail room activities.

Providing training to assigned staff.

Participating in all phases of assigned functions.

Assisting with the selection and hiring of new employees.

Performing budget preparation and control activities.

Reviewing duplicating requests for completeness, adherence to policies, copyright laws, and priority scheduling.

Overseeing the scheduling and distribution of job requests for a centralized word processing unit.

Reviewing materials for proper formats and makes suggestions about setting up equipment to produce finished productions.

Working with and advising college administrators and staff regarding cost on layout designs, and priorities of duplicating service jobs.

Ensuring the proper maintenance and upkeep of duplicating equipment.

Ensuring the proper distribution and mailing of all incoming and outgoing campus mail.

Consulting with the U.S. Post Office on special mailing problems.

Evaluating the work of assigned staff.

REPORTING RELATIONSHIP

This position reports directly to the Director of Business Services.

MINIMUM QUALIFICATIONS

Knowledge of:

- Types, capacities, operational procedures, and maintenance requirements of offset duplicating and related equipment

MINIMUM QUALIFICATIONS (Continued)

- Photographic and plate-making processes.
- Principles of design and layout of publications.
- Word processing equipment.
- Centralized switchboard and communication equipment.
- Rules and regulations affecting the U.S. mail.
- Office methods, practices, and procedures.
- Principles of management

Ability to:

- Plan, organize, and manage a variety of centralized service functions.
- Provide training to assigned staff.
- Analyze situations accurately and adopt effective courses of action.
- Schedule and prioritize work flow involving Central Service operations.
- Develop and implement central service policies.
- Apply and interpret pertinent District and College rules and policies.
- Establish and maintain cooperative working relationships.

Four (4) years of increasingly responsible experience in a setting comparable to a college central services operation, or an Associate Degree or equivalent and two (2) years of increasingly responsible experience in a setting comparable to a college central service operation.

DESIRABLE QUALIFICATIONS

(Need to add)