

The University of Texas at San Antonio

Job Description

Job Title: Print System Manager

Code: 8175

Salary Grade: 57

FLSA Status: Exempt

Department/Division: Office of Information Technology/Student Computing Services

Reports To: Assistant Director of Student Computing Services

Summary

- Function: To provide skilled technical analysis of business and management problems and processes and to provide automated solutions for print systems.
- Scope: Manages the campus-wide Student printing solution for computer labs and remote locations.

Duties

- Typical:
 1. Coordinates the implementation and management of the print management system.
 2. Selects print device standards for managed labs and supports managed labs with all print related issues.
 3. Coordinates with the Administration to deploy client software and print device configuration via Group Policy Objectives (GPOs).
 4. Provides Colleges' print consumption reports to Information Technology's billing group and generates detailed print invoices for College Administrative Offices (CAOs).
 5. Monitors the printing contract to ensure vendor performance with the scope of the contract.
 6. Estimates consumption of toner, maintenance kits, and paper for replenishing purposes. Manages consumable supplies for all printing managed labs.
 7. Stores and disperses printing supplies to the necessary areas ensuring remote printers are served and ready for customer use at all times.
 8. Continuously evaluates the quality of purchased print consumables to keep costs at a minimum while keeping a good quality of printed documents.
 9. Provides training on administrative modules of the printing system such as reports or cashiering modules to lab staff and Help Desk personnel.
 10. Ensures creation and modification of user/department's print accounts;

<p style="text-align: center;">maintains print credits in sync with Institution's student information system.</p> <p>11. Manager wireless printing for managed academic computing labs and remote locations.</p> <p>12. Perform additional duties as assigned.</p> <p>• <u>Periodic:</u></p> <p>1. Works with Information Technology Associates (ITAs) and CAOs for policy recommendations and changes.</p> <p>2. Maintains procedural documentation.</p>

Education

Required	Preferred
Associate's degree (A.A.) or equivalent from an accredited two-year college or technical school.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
One year related experience in print management. Additional experience may substitute for education.	Two or more years experience in print management within Higher Education.

Equipment

Required	Preferred
Printers and other office equipment.	Experience with specific computers in use at the university.

Working Conditions

Usual	Special
Normal office conditions.	May work occasional weekends and evenings,

Supervision

Received	Given
General supervision from the Assistant Director of Student Computing Services.	May supervise student and part time staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
