



**SPECTRUM INFORMATION SERVICES, LLC  
EXEMPT JOB DESCRIPTION**

Job Title Production Manager

**I. SUMMARY STATEMENT:** Briefly state the overall purpose of your position.

Responsible for overseeing production employees in their performance. Insure the production process is flowing smoothly to meet the Company's profitability.

**PRIMARY DUTIES AND RESPONSIBILITIES:** Describe each function using an action word such as advice, approve, create, design, perform, etc.

Describe up to 6 major functions for which you are responsible and list in order of priority (most important first).	Detail the specific tasks or activities you perform And determine the percentage of time you spend Performing each of these functions.
Supervise Employees	<ul style="list-style-type: none"> <li>• Manage employees daily activities to insure production efficiencies</li> <li>• Manage employees hours to insure minimal overtime</li> <li>• Conduct regular performance feedback to employees &amp; senior management</li> <li>• Conduct annual performance reviews</li> <li>• Place employees on verbal and written counseling as needed</li> <li>• After consulting with Human Resources and Head of Operations, function as a mediator between employees as needed</li> <li>• Recommend merit or market adjustments and/or promotions to the Head of Operations</li> <li>• Train employees in fundamentals of production as well as cross train the staff in all facets of production</li> <li>• Conduct interviews on potential candidates</li> <li>• Inform human resources and Head of Operations of all employee resignations and terminations</li> <li>• Assign tasks &amp; projects to Group Leads</li> </ul>

Production	<ul style="list-style-type: none"> <li>• Obtain and provide turnover for the previous and upcoming production manager</li> <li>• Insure in meeting customer deadlines</li> <li>• Insure appropriate communication with staff as well as management involving program changes, customer job updates, administrative, human resources updates and changes</li> <li>• Maximize production personnel capabilities and implement procedures to improve efficiency</li> <li>• Insure the work area is always safety compliant</li> <li>• Train staff on production</li> </ul>
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**II. SPECIFIC DUTIES PERFORMED:** Mark the appropriate areas that correspond to the amount of time you spend each day performing specific duties of your job.

	<b>Number of Hours</b>				
	0	1-2	3-4	5-6	7+
A. Reading		X			
B. Writing		X			
C. Telephone		X			
D. Sitting		X			
E. Standing				X	
F. Walking		X			
G. Bending				X	
H. Reaching Overhead		X			
I. Pushing or Pulling	X				
J. Lifting or Carrying					
1. 10 lbs or less		X			
2. 11 to 25 lbs		X			
3. 26 to 50 lbs	X				
K. Repetitive Use of Hands					
1. Right only		X			
2. Left only		X			
3. Both					X

**III. DECISION MAKING/PROBLEMS SOLVING:**

A. Describe the key decisions and/or recommendations you make performing your job.

Responsible for input on production employees' performance and behavior; as well as methods in increasing productivity of the staff. Constantly define methods to improve the flow of production in a cost effective manner.

B. Specify the impact your position has on departmental objectives and/or organizational goals.

Responsible for maximizing production personnel capabilities and implement procedures to improve efficiency to assist the company in meeting and exceeding profitability goals.

**IV. ORGANIZATIONAL STRUCTURE:** Drawn an organizational chart below. Indicate the next higher level to which you report, and if applicable, the next lower levels(s) which report to you. Indicate position titles, not names of individuals in the position.

- Reports to Head of Operations
- Production Staff

**V. DIMENSIONS:** If applicable, indicate the scope of your position in the following terms:

Total Annual Payroll Responsibility (Base Salaries Only) \$ \_\_\_\_\_  
 Total Annual Budget Responsibility \$  n/a   
 Miscellaneous (Specify) \$  n/a

Total number of employees for whom you are responsible (directly or through subordinates):  
 15+, depending on production level

**VI. CONTACTS/KEY WORKING RELATIONSHIPS:** Title of the individual a/or type of organization with whom you typically contact during the course of a workday.

**A. Internal:**  
 Production employees, Managers, Human Resources

**B. External:**  
 Clients, staffing agencies and other vendors of Spectrum

**VII. POSITION REQUIREMENTS:** Be specific when defining the minimum requirements to satisfactorily perform the job as described in Section II. (If the necessity is not readily apparent, please justify its importance.)

**A. Formal Education (List degrees from accredited institutions and areas of study)**

High school degree and some college education preferred

**B. Length and Type of directly applicable experience, specialized knowledge, skills (i.e., technical, managerial, etc.)**

Strong managerial skills; communication and organizational skills; ability to multi-task; and must be detailed orientated.

3-5 years experience in document imaging.

**APPROVALS:** This position description has been reviewed with the employee and modified where appropriate to ensure that it accurately reflects the job responsibilities.

**SIGNED:** \_\_\_\_\_  
 (Employee's Signature)

**DATE:** \_\_\_\_\_

**REVIEWED:** \_\_\_\_\_  
 (Supervisor's Signature)

**DATE:** \_\_\_\_\_