



Fremont Union High School District

Position: Printing Center Technician

Department/Site:	School	Range:	108
Reports to/ Evaluated by:	Assistant Principal	Work Year:	225
		Months:	11

Summary of Basic Functions & Responsibilities

Under the supervision of Assistant Principal, coordinates day-to-day operations of a school site or equivalent scope-printing center. Operates manual and computer-aided document processing equipment, also including but not limited to bindery and related peripheral equipment. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Schedules, coordinates, and performs printing services that meet timelines and expectations of staff. Assesses work-in-progress and results for quality and compliance with work order requests.
- Operates computer-aided high-speed copying or other copy machines, collating machine, binding equipment or other peripheral printing equipment. Sets machine for desired function and other paper size settings. Resolves paper jams. May bind, stitch, fold, collate, cut, punch, staple and otherwise generally prepare final duplication of materials.
- Operates peripheral equipment such as commercial bindery, sorting, stacking, wrapping, stapling, and material handling equipment.
- Receives and reviews incoming job orders for quantity, materials, time frame, and special handling. Coordinates services from other areas, such as graphic arts, to facilitate duplication. Plans work requests to optimize utilization of equipment.
- Receives and converts material transferred from Internet in web/html format to that which is suitable for printing. Reviews copy and adjusts size and layout to fit paper size. Discusses minor changes with staff.
- Confers with teachers and other staff members on duplication requirements, volume, and priority, ink, and layout and quality of maser copies. Assists others by suggesting design and layout of printed materials.
- May confer with vendors regarding paper stock, duplicating materials and equipment.
- Performs routine servicing on document processing and peripheral equipment to ensure continuous operation and quality output.
- Determines service and repair needs; contacts and schedules service vendors for repair and maintenance of duplications and darkroom equipment; cleans and adjusts equipment as needed; establishes and implements a preventive maintenance program.
- Maintains and submits production and cost records; monitors and maintains supplies inventory; orders paper, inks and supplies as needed for information for the end of the year report for ordering purposes.
- Assists with the research and selection of best sources for equipment and material purchases.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires knowledge of the design, layout and production of written, printed, and drawn materials.
- Requires sufficient editing skills to assist with formatting and identify errors made (and not detected) by staff.
- Requires knowledge of operating capabilities, sequences, and steps of computer aided and fully integrated copy center machines.
- Requires knowledge of common office productivity applications such as word processing, spreadsheets, graphics, and desktop publishing.
- Requires knowledge of paper stocks and inks.
- Requires sufficient organizational skills to meet staff requests on a timely basis.
- Requires sufficient math skills to estimate quantities, costs, and dimensions.
- Requires sufficient human relations skills to communicate printing concepts with internal staff and to train others in document processing.
- Requires sufficient language skills to notice spelling and grammar errors in text.
- Requires the ability to review, interpret and recommend changes to printing and graphic arts projects in order to meet user's needs.
- Requires the ability to use desktop publishing, graphic arts applications for layout of printed materials.
- Must be able to operate a variety of office equipment, such as computers, printers, copiers, document folders, shredders, and calculators.
- Must be able to interpret and explain duplication services policies and procedures.
- Must be able to operate, maintain and provide basic troubleshooting of equipment used in document copying and printing.
- Must be able to plan, organize and prioritize duplicating services to assure maximum efficiency and quality products in a timely manner.
- Must be able to work at varying locations and work schedules.

Physical Abilities:

- Must be able to function effectively indoors in a printing/reprographics shop environment engaged in work of primarily active nature.
- Requires visual acuity to write and read printed materials and computer screens, and observe printing processes.
- Requires speech and hearing ability to carry on ordinary conversation and hear sound prompts from equipment.
- Requires ambulatory ability to stand upright, forward flexing, push, pull, stoop, bend, and reach for long periods of time to operate duplicating and other equipment.
- Requires sufficient strength to carry heavy weight (max. 50 lbs.) materials and supplies.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- Requires a High School Diploma or its equivalent supplemented by college course work in graphic art, publications, journalism or related field and two years publications or office experience in a school environment.

Licenses & Certificates:

- May require a valid driver's license.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a school office environment subject to interruptions and distractions where health and safety considerations exist from extended standing and physical labor, noise, and handling of chemicals, consumables, and heavy materials.