



Job Description

Publications/Warehouse Specialist

DEFINITION:

Under general supervision of Purchasing and Logistics Director, operates duplicating machinery, binding equipment, and drill press in the reproduction/publication of varied materials; assists with various warehouse duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates duplicating machines, in the publication of materials such as educational materials, bulletins, and forms.
- Processes different types of masters using techniques such as moistening, desensitizing, fusing, and preserving.
- Operates other supporting printing equipment such as paper cutting, binding, folding, and collating machines.
- Process electronic print shop requests from work order system.
- Performs related work such as assembling and stapling reproduced materials.
- Maintains records and files.
- Orders print shop supplies.
- Performs routine maintenance of print shop equipment.
- Assists with various warehouse duties such as but not limited to: receiving materials, load and distribute to sites, process and fills requests for warehouse stock pick-ups and delivers as required.
- Assists with all warehouse inventory processes.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Operation, techniques, adjustments, and routine maintenance of duplicating equipment, and other related equipment
- Microsoft Office Suite and Adobe Professional
- Characteristics and uses of papers used in duplicating work
- Various equipment used in binding and assembling printed material
- Procedures related to ordering, receiving and storing materials and supplies
- Safe and efficient procedures for truck loading/deliveries
- Proper methods of storing and recording merchandise
- Safe methods for carrying and lifting heavy loads
- Oral and written communication skills
- Computer software, word processing and spreadsheet applications

Ability to:

- Maintain proper stock inventory
- Make arithmetical calculations with speed and accuracy
- Skillfully operate duplicating machines, with speed and precision, and with minimal guidance and supervision
- Understand and carry out oral and written directions
- Adapt printing request to capabilities of equipment
- Maintain cooperative relationships with those contacted in the course of work
- Utilize computer skills to process stock replenishment and process of annual inventory
- Perform moderate to heavy physical labor including lifting up to 55 pounds in the moving of equipment, materials and supplies
- Maintain a good driving record and qualify for District vehicle insurance coverage
- Operate a fork lift and obtain a fork lift operator's certificate
- Prioritize schedule for printing
- Exercise sound judgment in planning and organizing work
- Interpret, apply and explain rules, regulations, policies and procedures
- Apply interpersonal skills using tact, patience and courtesy
- Establish and maintain collaborative, cooperative, and effective working relationships
- Meet schedules and time lines
- Maintains clean and safe work environment
- Work independently with little direction
- Maintain regular and consistent attendance

EDUCATION AND EXPERIENCE:

- Two (2) years of overall of printing experience including the operation of duplicating equipment in an educational organization
- Equivalent to the completion of the twelfth grade
- Related experience in warehouse management is desirable

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Environment: Driving a vehicle to conduct work. Indoor and outdoor environment.

Physical Abilities: Hearing and speaking to exchange information. Seeing to observe sites. Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time. Lifting, carrying, pushing or pulling moderately heavy objects. Reaching overhead, above the shoulders and horizontally. Bending at the waist, kneeling or crouching. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED TESTING:

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CLEARANCES:

California Department of Justice (DOJ) fingerprint clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

Range: 11.5

Date Approved: January 15, 2019