

Oak Grove School District

JOB TITLE: LEAD PUBLICATIONS TECHNICIAN  
Range 28

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Prepare, print, assemble and distribute printed materials, which includes typography preparation, operating copiers and bindery equipment, and to perform responsible duties as required. The Lead Publications Technician serves in a lead capacity, motivating other print shop personnel to meet production standards and deadlines and is responsible for the accurate and timely completion of printing projects with limited supervision from the PWP Supervisor. This job class, requiring accuracy and strict attention to detail, exercises responsibility for the daily job logs, for calculating costs, setting work priorities, maintaining inventory and obtaining price quotes on supplies. This job class requires specialized (or working) knowledge of publishing software applications.

TYPICAL DUTIES

- Prepares, and distributes printed materials to include instructional material reports, newspapers, newsletters, pamphlets, bulletins, menus, programs, etc.
- Ability to proofread, print, and assemble printed material
- Performs a variety of clerical duties, including filing and typing of letters, memos, bulletins, reports, and other material from straight or rough copy
- Receives and responds to telephone requests and orders, answers questions and/or refers callers to appropriate personnel as necessary
- Maintains Publications files
- Maintains daily logs for printing jobs
- Maintains inventory
- Performs typography preparation of graphic materials and paste ups
- Operates copiers, computer, and related equipment as required

## Lead Publications Technician (Continued)

Page 2

### TYPICAL DUTIES (Continued)

- Operates bindery equipment on an as-needed basis
- Contacts vendors/service technicians for service to equipment
- Contacts vendors for quotes on all supplies required for Publications
- Processes purchase orders/purchase requisitions and stores requisitions through district program financial system.
- Performs training duties as required to meet Publications needs
- Performs other related duties as assigned

### MINIMUM QUALIFICATIONS

- Knowledge and skills of the safe use and operation of standard and specialized Publications equipment to includes, but is not limited to, computers, copiers, folder, binding equipment, and hydraulic drill and cutter.
- Knowledge of publishing software applications
- Knowledge of basic record keeping and inventory methods and techniques
- Knowledge of proper English usage, spelling, grammar and punctuation
- Knowledge of printing methods
- Skill to prioritize work orders and meet deadlines
- Skill to communicate effectively in both oral and written form
- Skill to operate standard office equipment
- Skill to perform mathematical calculations using basic addition, subtraction, multiplication, and division
- Skill to maintain inventory and other work records and files
- Skill to type accurately at 35 words per minute

MINIMUM QUALIFICATIONS: (Continued)

- Skill to maintain equipment and perform minor repairs
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to direct staff for the purpose of maximizing the efficiency of Publications

WORKING CONDITIONS:

Duties are performed indoors around noise and fumes from equipment operation.

PHYSICAL DEMANDS:

Mobility to stand, stoop, reach, and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; stand for extended periods of time; walk long distances; lifting; pushing; pulling which does not exceed 50 pounds. Ability to meet the physical requirements necessary to safely and effectively perform the required duties.