



# LOMPEC UNIFIED SCHOOL DISTRICT

## PRINTING SERVICES SPECIALIST

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### **JOB SUMMARY:**

Under the direction of the Manager-Purchasing and Stores, lead, provides work direction to assigned personnel, and participate in a variety of specialized activities involved in the operation of duplicating equipment including off-set presses for the production and distribution of high quality printed materials to meet organizational needs; receive, sort, collect, prepare and distribute intra-organization and U.S. mail according to established schedules; coordinate operations and communications between personnel and outside agencies to ensure smooth and efficient printing activities; perform routine and minor maintenance on printing equipment and high speed copiers; ensure the safe and efficient operation of reproduction equipment; deliver completed materials within established timelines; train and provide work guidance and guidance to assigned personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Lead, provide work direction to assigned personnel and participate in a variety of technical activities involved in the operation of duplicating equipment for the production and distribution of high-quality printed materials; monitor project progress to ensure compliance with established requirements; ensure related activities comply with related policies, procedures, rules and regulations
- Coordinate operations and communications between personnel, vendors and outside agencies to ensure smooth and efficient printing activities, exchange information and resolve issues or concerns; receive, schedule and prioritize printing orders; confer with requesting units to establish requirements and schedule work; monitor production to ensure deadlines are met.
- Train and provide work direction to assigned personnel; review work for accuracy and completeness; provide input on assigned personnel evaluations.
- Operate and maintain off-set presses, high speed digital copying machine, scanner, collator, bindery equipment, mail metering machine, tools and related materials, equipment, and supplies; operate a computer and assigned specialized software; ensure a safe work environment and the availability of equipment and supplies required to complete work requests.
- Administer and participate in the preparation of high-speed digital equipment for operation; load paper and make appropriate adjustments; ensure proper ink levels are maintained.
- Coordinate, and participate in the cleaning, preventative maintenance, troubleshooting, servicing and minor maintenance of equipment, paper cutters, bindery, and other equipment to ensure proper paper flow and quality of work on duplicating machines; arrange for more complex repairs as needed.
- Establish project timelines and calculate costs; provide personnel with price quotes; estimate time, materials, and personnel requirements for printing projects; ensure smooth and timely completion of projects; inspect completed jobs to ensure work meets requested specifications, quality standards and quantity requirements.

- Print a wide variety of materials such as booklets, forms, letters, catalogs, multicolor reports, announcements, letterhead, fliers, and pamphlets; assist in the creation of special graphics projects; perform pre-press and set-up functions; provide duplicated materials in accordance with work order specifications; cut and finish printing projects; prepare finished jobs for delivery.
- Perform mailroom responsibilities including the usage of postage equipment including receiving, sorting and distributing regular and bulk mail; weigh mail and affix postage to outgoing mail; learn and apply appropriate related postal regulations, including bulk, express and certified mail; perform arithmetic calculations accurately.
- Maintain inventory to meet project needs and organizational standards; prepare and submit purchase orders for supplies and equipment; maintain billing and cost systems for chargebacks; conduct research and make recommendations for printing services purchases and upgrades.
- Prepare and maintain a variety of records and reports related to projects, inventory and assigned activities.
- Attend meetings, trainings, and workshops as assigned.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: graduation from high school supplemented by college-level course work in graphic arts, off-set and digital printing or a related field and three years of increasingly responsible experience in the printing trade including operation of printing machines, high speed copying machines, bindery equipment.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- Applicable aspects of offset and digital printing operations including computers and high-speed photocopying equipment.
- Methods, practices, terminology, equipment, and procedures used in the production of printed and graphic materials.
- Page layout and graphic arts design techniques and procedures.
- Computers and graphics software applications used by the organization.
- Operation of printing and related equipment.
- Basic single-color and multi-color printing operations.
- Ink, chemicals and papers used in printing operations.
- Operation of a computer and assigned specialized software.
- Principles of training.
- Copyright rules, regulations and restrictions.
- USPS standards and requirements.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Record-keeping and report preparation techniques.
- Arithmetic calculations.

**Ability to:**

- Lead, oversee and participate in a variety of technical activities involved in the operation of off-set presses, high speed digital printing equipment for the production and distribution of high-quality printed materials.
- Coordinate operations and communications between personnel, vendors and outside agencies to ensure smooth and efficient printing activities.
- Train and provide work guidance to assigned personnel.
- Operate and maintain an offset press, high speed-digital copiers and related bindery and finishing equipment.
- Adjust and perform routine maintenance to equipment.
- Establish project timelines and calculate costs and estimate time, materials and personnel requirements.
- Produce quality printed work according to established production standards.
- Meet schedules and time lines.
- Maintain records and reports.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Observe health and safety regulations.
- Perform arithmetic calculations quickly and accurately.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Print shop environment.
- Frequent interruptions and changing work priorities.
- Noise from equipment operation.

**Physical Demands:** 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.

- Dexterity of hands and fingers to operate printing equipment.
- Standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching to retrieve and store supplies.
- Seeing to read a variety of materials and repair machines.
- Hearing and speaking to exchange information.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** October 20, 2022

**Personnel Commission Approval Date:** November 17, 2022

**Salary Range:** 52

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