

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

|                     |                           |                        |
|---------------------|---------------------------|------------------------|
| <b>JOB TITLE</b>    | <b>DEPARTMENT/SECTION</b> | <b>SUPERVISOR</b>      |
| Print Shop Operator | Technology                | Director of Technology |

**JOB SUMMARY:**

The primary function of the position shall consist of complete knowledge and skills associated with the operation, organization of work, and processes associated with printing and the print shop

**QUALIFICATIONS:**

High school diploma or equivalent (GED) with additional technical training on the equipment; ability to lift up to 50 pounds

| TASK NO. | DESCRIPTION<br>WORK YEAR: 186 days plus up to 30 additional days | FREQUENCY |
|----------|--|-----------|
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|---|--|-----|
| 1 | Possesses the knowledge and skills to operate the production equipment <ul style="list-style-type: none"> <li>• Monitors and manages the digital production work flow and plans and organizes the projects</li> <li>• Assembly of all hard copy and electronic jobs for the entire district</li> <li>• Maintains adequate inventory and troubleshoots hardware and software</li> <li>• Produces all materials for the district printing needs</li> <li>• Prioritizes and manages workload to ensure efficient, accurate, and timely job completion and delivery</li> </ul> | 95% |
| 2 | Attend meetings, workshops and training sessions as directed by supervisor.  | 2%  |
| 3 | Perform other duties as assigned.  | 3%  |

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE