



REPROGRAPHICS ADMINISTRATIVE ASSISTANT

Reports to: Reprographics Supervisor

Division: Reprographics

Our ideal candidate

You can multi-task and provide a high-quality service to staff. You have a proven ability to work on your own initiative, a keen eye for detail to ensure high quality outputs. You have excellent communication skills and the ability to relate positively to others. You have the ability to use relevant technology and equipment. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Coordinate the functions of the reprographics area by maintaining fiscal reports including current and past budgets, cost accounting, invoicing, and ordering supplies. Operate equipment when necessary for backup. Assure the quality and timely completion of printed materials. Provide on-demand typesetting and desktop publishing for all departments. Assist with communications functions such as audio recording and editing, social media moderation and research, and on-site recording support for the Superintendent.

Specific duties and responsibilities

- Complete cost-accounting reports, billing, and office budget information
- Estimate and track job costs including computing and preparing charges, maintaining production records and charge-back systems, and assigning correct budget numbers to projects completed for schools, school districts, and outside agencies
- Prepare and maintain production and inventory records
- Prepare and maintain relevant reports, records, and files, as necessary
- Track prices of all supplies, paper, leases, and click charges for the department
- Create and update print shop pricing guide
- Create, maintain, and finalize requisitions for all leases, office supplies, printing supplies, machine purchases, and services used by the reprographics department
- Perform typesetting/composing work related to the production of various documents for all departments, schools, and school districts
- Perform moderation, editing, and research for all social media platforms, as needed
- Produce high quality sound files for radio broadcast from raw and unedited audio files
- Research production and budget archives and advise on the future procurement of new machines and equipment



Personnel Commission

JOB DESCRIPTION

- Compile multiyear budget reports and make budget recommendations for the current and coming fiscal year
- Input and track leave time for reprographics employees
- Complete work orders regarding time and material required for bindery and finish work
- Perform typesetting/composing work related to the production of various documents
- Provide recommendations regarding formats and paper stock
- Help coordinate jobs outsourced to other print shops
- Answer telephone to provide information and assistance; take messages for staff members; monitor computer messages received via e-mail
- Perform proofreading, newspaper clipping, scanning, categorizing, and filing work for communications area, as well as other organizational duties as required
- Operate copying and bindery equipment, including digital equipment, as needed for backup
- Support and assist the reprographics supervisor as needed
- Perform related duties as assigned

Requirements

Education: High school diploma supplemented by college level courses in related field

Experience: sufficient related experience to demonstrate the required knowledge and abilities listed below

Knowledge and skills

- Modern office practices, procedures and equipment
- Health and safety regulations
- Statistical and financial recordkeeping
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Computerized office equipment
- Design and layout techniques
- Reprographics terminology and technical aspects of field of specialty
- Production level printing equipment, bindery equipment and accompanying digital interfaces/software
- Audio recording, editing and production techniques
- Adobe InDesign, Filemaker and Escape software platforms
- Administrative functions of various social medical platforms
- Interpersonal relations skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Recordkeeping techniques



Personnel Commission

JOB DESCRIPTION

- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Basic computer operations

Abilities

- Learn approved procedures and practices related to assigned work
- Perform work according to approved procedures, processes and operations
- Plan and organize work, meeting schedules and time lines
- Estimate costs of time and materials used in reprographics
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Make arithmetic calculations quickly and accurately
- Work cooperatively with others
- Work independently with little direction
- Maintain records and prepare reports
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Order and maintain stock and equipment
- Lift objects weighing up to 50 pounds

Licenses and certificates

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

Working conditions

Print shop environment subject to lifting and carrying supplies, standing for prolonged periods of time; reaching and bending; some chemical fumes and equipment noise.

Salary range 70

Approved by the Personnel Commission:

February 25, 2010

Revised:

June 28, 2018