

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: DUPLICATING SERVICES TECHNICIAN

BASIC FUNCTION

Under the direction of the Assistant Superintendent, Educational Services perform or supervise the reproduction of printed materials for the district in a timely and efficient manner; operate and maintain sophisticated reproduction equipment; perform related work as required.

ESSENTIAL DUTIES:

Oversees the district center for the reproduction of printed materials.

Operates offset press and direct image duplication equipment in the reproduction of a wide variety of printed materials.

Organizes, prepares and enters data and materials into computer for preparation for printing and reproduction.

Receives and schedules work orders; determine time commitments and priority.

Determines appropriate software to be used for new projects and work orders.

Maintains equipment and perform minor repairs; arrange for proper servicing and major repairs of all assigned equipment.

Installs, maintains, troubleshoots and repairs duplication related microcomputer software and peripheral equipment.

Operates and maintains offset press, graphic camera, plate maker, light table, wrapping machine, folder, tying machine, cutter and binder.

Performs binding, stitching, folding and packaging of printed materials.

Determine need for and perform layout and design of material to be printed including preparation of half-tone photos, headlining, plate burning and tasks involving use of computer generated negatives and positives.

Assist administrators and others in organizing and preparing materials for printing in accordance with digital and software standards and requirements.

Maintains a variety of logs, records and reports including a monthly report showing proper charge back to user departments of printing services.

Maintains and controls an inventory of district forms, including digital files of frequently reproduced materials.

Order paper, supplies and equipment; evaluate printing shop's equipment and make recommendations for change as appropriate.

Supervise printing section employees; provide training, work direction and guidance.

Prepare and work within a printing operating budget.

OTHER REPRESENTATIVE DUTIES:

Assists other departments with their copying equipment and calls for service when necessary.

May assist Educational Services personnel in operation and maintenance of equipment in the curriculum laboratory.

Updated or creates district forms.

Monitors the reproduction of copyrighted materials.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: 1) Report to the Assistant Superintendent, Educational Services.
 2) Supervise the following positions:
 a) Duplicating Services Assistant
 b) Other personnel as assigned

Internal Contacts: Frequent contact with user departments, including all schools and administrative units; frequent contact with administrators on special design work.

External Contacts: Paper company vendors; equipment and supply vendors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Printing processes and equipment.

Technical aspects of printing related computer functions and software programs.

Variety of duplication and printing related software programs.

Operation of a computer work station in an on-line system.

Proper method for storing and inventorying equipment, materials and supplies

Paper, paper costs, inks and other supplies.

Simple recordkeeping procedures.

Principles of motivation and supervision.

Oral and written communication skills.

Interpersonal skills; using tact, patience and courtesy.

ABILITY TO:

Operate variety of printing and duplicating related equipment.

Operate a variety of computer software programs.

Perform maintenance and light repair of equipment.

Layout and design printed materials.

Estimate cost of projects.

Speak and present ideas clearly and effectively.

Communicate information about printing and duplication procedures and requirements to users.

Analyze situations accurately and adopt effective courses of action.

Detect errors and inaccuracies in materials submitted for reproduction.

Plan and organize work.

Adjust operational schedules according to emergency and priority needs.

Assign priorities; meet schedules and observe timelines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; hear and speak individually or in small groups. The employee is occasionally required to balance and stoop, kneel, or crouch. The employee must regularly lift and/or move objects weighing up to 70 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in operation of digital based direct impression duplicating equipment, offset and other equipment within the department.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License and a reliable motor vehicle for personal transportation.

PREPARED BY:	Personnel Commission	DATE: 4/85
APPROVED BY:	Board of Trustees	DATE: 6/20/85
REVISED BY:	Personnel Commission	DATE: 10/26/04

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