

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Graphics Reproduction                      **DATE:** May 21, 2003  
Operator/Printer                                      **REVISED:** August 13, 2014

**REPORTS TO:** Director of Communications      **APPROVED BY:** Board of Directors  
Services

**JOB SUMMARY:** Provide quality and accurate printed and copied materials  
at minimal cost and in a timely manner.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Operate the print shop and manage printing schedule.
2. Produce publications for the Midwestern Intermediate Unit IV, school districts and other entities.
3. Perform department responsibilities as required according to the specific tasks associated with assignment.
4. Operate and maintain equipment such as folding, binding, cutting, and printing equipment and schedule outside maintenance.
5. Maintain a safe and orderly work area.
6. Order and assist in loading and unloading of supplies and paper.
7. Assist the layout and design of forms and maintain a file of printing jobs.
8. Process billing, generate purchase orders, and reconcile outstanding accounts for all department projects.
9. Quote printing, graphic and duplicating jobs and maintain accurate record of jobs.
10. Perform other duties such as photography, sign making, desktop publishing and poster maker.
11. Provide support to all communication, public relations and marketing efforts.
12. Perform other duties as assigned by the Director of Communications Services.

**QUALIFICATIONS:**

- Previous Experience in graphics reproduction and Professional Desktop Publishing Software is required
- High School diploma or equivalent required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)

- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, kneeling, bending, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly stand with some walking, sitting and moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions
- Subject to hazardous chemicals and materials

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under a high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various technology equipment
- Ability to operate various office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*