

## **Lead Printer II**

### **DEFINITION:**

Under general supervision, assists in the operation of the Print Shop; operates high-speed, digital document color copiers and binding, finishing, and booklet making equipment; performs a variety of technical and support services involving printing and production operations; performs cost analysis and establishes and maintains production schedules; delivers completed materials within established timeframes; performs related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

- Principles of the operation and care of high speed, digital document color copiers and related equipment
- Process and materials used for copy preparation
- Print shop operations including the relationship between graphic artwork, offset printing, and computer generated printing products
- Procedures for estimating job costs, supplies, and related materials and resources
- Maintaining print and copy schedule formats to meet shop production needs
- Standard software applications and desktop publishing programs, including but not limited to Publisher, In-Design, Adobe Illustrator and other related programs on various platforms
- Safety regulations including the safe use of chemicals related to the printing process
- Strong customer service skills

#### **Ability to:**

- Effectively coordinate priorities of various production functions simultaneously
- Follow strict production timelines
- Prepare and produce materials and documents using a variety of digital production equipment according to established specifications
- Effectively communicate in both oral and written form; respond to electronic or written order requests from staff
- Exercise a high degree of judgment and utilize various strategies regarding the production process
- Interface emergency requirements into the production process
- Prepare job cost estimates
- Troubleshoot and perform operator maintenance on copiers and other related production equipment
- Operate and maintain multiple pieces of production and office equipment and print management software
- Respond to electronic or written order requests from staff and provide efficient and timely customer service
- Manipulate documents to prepare for printing and typesetting
- Make basic changes in Publisher, In-Design, Adobe Illustrator and other desktop publishing programs
- Determine paper types, weights, finishes and sizes
- Provide technical direction and support to staff and clients
- Keep current on printing technology techniques
- Perform clerical tasks related to costs, stock and product inventory
- Establish and maintain cooperative working relationships with staff and co-workers; provide efficient and timely customer service
- Meet the public tactfully and courteously and answer questions in person or over the telephone
- Organize work and estimate time and material required
- Read and understand equipment instructions and service manuals
- Lift and carry supplies, print materials, and bulk paper
- Operate pallet jack
- Understand and follow verbal and written directions

**Experience and Education:**

- Combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including progressively responsible experience working as a lead in business printing and production needs
- Extensive customer service experience
- Experience in print and production cost analysis
- Experience operating offset presses, offset duplicating machines, high speed xerographic duplicating machines, camera, plate-making and other related equipment
- Correctly demonstrate sufficient strength, mobility and range of motion to arm lift 50 pounds and floor lift 50 pounds in an employee entrance evaluation

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in this class are required to use high speed, high volume, digital copier equipment to perform work devoted to the production of printed materials, and completing them into quality finished products within tight deadlines.

**ESSENTIAL FUNCTIONS:**

- Coordinates, plans, schedules, facilitates and monitors printing and production services; prioritizes jobs based on district needs and available resources; meet schedules and observe timelines
- Reviews online print requests and prepare documents utilizing a print management system; assures proper application of paper, sizes, and ink/toner
- Organizes and implements a production work schedule for processing requests
- Operates high-speed digital color copiers and other related equipment to reproduce a variety of materials for the District which includes brochures, flyers, forms, newsletters, instructional materials, tests, and booklets
- Prepares completed projects and materials for distribution; collates, binds, assembles, folds, cuts and staples copy materials; laminates materials as needed
- Develops database and maintains job log for assigned projects
- Creates and implements an accountability system for each phase of the production schedule to insure the timely completion and availability of projects; delivers completed materials within established timeframes
- Provides assistance to staff regarding the printing production process; coordinates and facilitates project requirements in a timely manner
- Provides direction and support during schedule interruptions to accommodate emergency requests
- Inspects and verifies completed projects meet quality standards
- Performs monthly safety inspections on equipment; monitors all printing systems to insure appropriate and safe procedures are followed as required by operation manuals
- Assists in preparing cost estimates and invoices
- Cleans and maintains equipment in efficient working condition; clear paper jams; replace toner as needed; perform minor repairs as required and/or directed; arrange for major repairs and routing maintenance as needed
- Orders, stocks, and maintains sufficient inventory of paper, bindery supplies, toner, and other consumables
- Operates forklift and pallet jack as needed
- May be required to deliver orders to school sites and departments
- Performs other related duties commensurate with the requirements of the printing and production department

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to stand for extended periods of time, ability sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate to louder.
- Employees in this position will be required to work indoors in a standard office environment and in a print shop. They will come in direct contact with district staff and the public.