BUENA PARK SCHOOL DISTRICT

PUBLICATION MEDIA TECHNICIAN

DEFINITION
Under general supervision, to set up and operate a variety of copiers, printers, and other related material reproduction equipment; provide print and copier estimates for all sites and programs; to adjust, clean, and maintain copier and printing equipment; to support copiers at all sites; provide image and media support, take pictures for District and school site use and provide picture\image editing support; provide web site support and upkeep and work to update images and pictures as needed; and to perform other related work as required.

EXAMPLES OF DUTIES
Sets up and operates reproduction equipment in the quantity production of such materials as bulletins, charts, drawings, graphs, booklets, and other related matters; adjusts copy controls for duplication services; performs non-technical maintenance on material reproduction center equipment at all sites; assists in doing computer generated graphics and layout functions; collates, assembles, trims, binds, and staples reproduced materials; assists in the maintenance of files and records pertaining to computer information storage; prepares reports regarding material and supply usage, equipment utilization, production activities, accounting (billing), and ordering materials. Takes pictures of students, staff, and special events (as needed) for District use and publish media for print, digital, or web site use.

QUALIFICATIONS
Knowledge of:
Modern methods, techniques, and procedures of quantity material reproduction and printing techniques; computer graphics design; ordering materials; accounting (billing); pricing for jobs; web site publishing; photography; publishing yearbooks or staff directories; Safe working methods and procedures.

Ability to:
Set up and operate copiers and other related material reproduction equipment with speed, accuracy, and precision; Accurately estimate material production time and material costs; Assist in the maintenance of records and files concerning material computer disk files and other related matters; Understand and carry out oral and written directions; Establish and maintain cooperative working relationships; Work with staff, students, administration, and consultants to produce both digital or print publication ready material.

EXPERIENCE
Two years of experience in the operation of print shop and related equipment, performing quantity production work including computer graphics. Experience with photography. Experience with yearbooks or staff directories preferred.

EDUCATION
Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in printing, graphic arts, or related subject areas.

WORKING CONDITIONS
Environment:
Office and school environments, with frequent interruptions.

Physical Demands:
Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines; ability to conduct verbal conversation in English; hear normal range verbal conversation (approximately 60 decibels); sit, stand, stoop, kneel, bend and walk; sit for sustained periods of time; climb stairs, steps, and step ladders; lift and carry up to 20 pounds; exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion; operate office machines and equipment in a

safe and effective manner; demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and conduct frequent repetitive arm, hand and body motion.

LICENSE REQUIREMENT
Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT
Insurability by the District's liability insurance carrier

12-month position
Range 50

Board Approval Date: 2-13-24