

School District of Bradford County

Job Description

Print Shop Technician

FLDOE Job Code: 77631 – Printer/Print Manager, Administrative Technology

Qualifications:

1. High School diploma or equivalent.
2. Press operating or print shop experience preferred
3. Computer operation experience preferred

Knowledge, Skills and Abilities:

1. Has the ability to set up, monitor and operate machines relating to production of high quality and high volume materials to include items such as copiers, scanners, shredders, badge/label makers, poster makers, laminators, binding machines, folding machines, postal machine and computers.
2. Highly skilled in organization and time management.
3. Possesses knowledge of computer operations relating to desktop PC and common tools for documentation and publications.
4. Skilled in effective clear written and oral communication.

Reports to: Director of Information and Technology

Job Goal: To perform a variety of print shop, clerical, computer and other delegated administrative duties that will provide quality documents, publications and materials at an affordable cost to the district. Knowledge of information regarding specific departments, subjects, technical data, etc will be safeguarded in a highly professional and confidential nature.

Supervises: NA

Performance responsibilities:

1. Set up and operate print shop machines making proper adjustments in accordance with job specifications.
2. Monitor equipment and make and/or arrange for repairs to ensure machinery functions properly.
3. Organize the daily operation of the Print Shop including reviewing incoming requests and establishing priorities.
4. Arrange for the delivery of the materials produced by the completed requests.
5. Clean and maintain the Print Shop to ensure a safe working condition.
6. Perform clerical duties and computer operations as necessary to complete job assignments.
7. Perform other incidental tasks consistent with the goals and objectives of this position and the needs of the department.

Physical Requirements: Medium work - Exerting up to 50 pounds of force occasionally and/or up to 25 pounds of force frequently as needed to move objects.

Terms of Employment: Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.

Support Salary Schedule Lane 3