

CLASSIFIED JOB DESCRIPTION

DIGITAL IMAGING TECHNICIAN III

JOB SUMMARY:

Under the direction of the Director of Business Services and Support, plans and coordinates the production activities of the Publications Department; assures timely preparation of quality products for distribution; trains assigned personnel; works independently or with groups; and maintains a professional demeanor.

ESSENTIAL JOB FUNCTIONS:

- Operates high-speed digital imaging equipment and other related reproduction machines and Postal Software mailing programs.
- Plans, coordinates, and oversees the production activities of the Publications Department and develops, implements, and maintains printing schedules. Ensures District printing needs and timelines are met and quality and accuracy of completed printing jobs.
- Organizes and monitors the operation of high-speed digital reprographic and peripheral equipment in the reproduction of printed materials and a variety of other District documents.
- Has advanced knowledge of current United States Postal Service (USPS) standards and procedures.
- Trains assigned staff and prepares schedules and assignments to ensure proper coverage.
- Evaluates printing activities and makes recommendations concerning improvements and modifications to enhance efficiencies.
- Coordinates duplication and printing orders by priority; arranges outside printing services for overflow printing jobs; and coordinates delivery of completed printing jobs to various District sites.
- Monitors inventory levels of print shop supplies and materials and initiates purchase requisitions for supplies and equipment as appropriate.
- Prepares and maintains a variety of records and reports related to Publications Department expenses, budget, inventory, personnel, and assigned activities; and establishes and maintains filing systems.
- Communicates with all sites and outside agencies to enhance efficiencies related to printing orders, schedules, deliveries, specifications, technical issues, and other printing related matters.
- Verifies and approves departmental invoices for payment.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to understand and follow oral and written directions; possess mechanical aptitude and manual dexterity; and maintain production speed with high quality of production. Computer skills and knowledge in publishing using Microsoft Suite, Adobe Acrobat Pro, and Quire Imposing. Ability to lift 70 pounds.
- Possess and maintain a positive attitude and ability to get along well with others.

