

CLASSIFIED JOB DESCRIPTION

DIGITAL IMAGING TECHNICIAN II

JOB SUMMARY:

Under administrative supervision, understands and manages all the features and functions of operating high-speed digital imaging equipment, specialized high-speed offset printing presses, and related equipment; reproduces printed material of varying complexity; and performs well in a varied and constantly changing work environment. Instructs those with less experience. Understands and performs functions in all areas of the Publications Department.

ESSENTIAL JOB FUNCTIONS:

- Expertly operates high-speed digital imaging equipment. Duplicates forms, stationery, NCR forms, cards, envelopes, brochures, books, and other printed materials in one or more colors.
- Converts and manipulates paper originals into a digital format for imaging.
- In supervisor's absence, plans, schedules, and manages department workflow.
- Helps administer the online publication system and manages electronic online publications work requests.
- Assists personnel with planning assigned printing projects; prepares cost estimates; calculates project costs; and arranges for customer billing as directed.
- Performs large-format printing.
- Prepares equipment for extended production runs in accordance with established project specifications; monitors equipment during the printing process; prepares completed work for delivery and delivers finished projects to the appropriate department.
- Maintains accurate and current inventories on printing supplies and paper used in the Publications Department and orders supplies as needed.
- Instructs those with less experience in the functions and duties of other areas in the department.
- Operates auxiliary machines, such as addressing machine, paper cutter, puncher, folder, jogger, shrink-wrap machine, computer, and assigned software.
- Advanced knowledge of United States Postal Service rules and regulations, sorting, presorting, inserting, addressing, and metering mail. Collects mail from the Education Service and Support Center.
- Provides assistance in all functions of the Publication Department, including but not limited to, clerical and technical work, compiling a wide variety of data, establishing and maintaining filing systems, and preparing purchase requisitions and related forms.
- Instructs customers in the use of online work orders.
- Performs related key operator functions, including minor cleanup and maintenance on all machinery. Keeps the Publications Department in a clean and orderly condition.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to understand and follow oral and written directions; possess mechanical aptitude and manual dexterity; and maintain production speed with superior quality of end product. Advanced computer skills and knowledge in desktop publishing using Microsoft Suite, Adobe Acrobat Pro, and Quark Imposing.

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- Advanced knowledge of methods and operation of high-speed digital imaging equipment and other related reproduction machines. Above average knowledge of Postal Soft, Reena, MCM mailing programs and copyright restrictions related to printed materials.
- Five years of successful experience preferred in the operation and maintenance of high-speed digital imaging equipment and other related equipment.
- High school diploma or GED required.
- Ability to stand for extended periods of time; bend at the waist, kneel, or crouch; reach overhead above the shoulders and horizontally; lift, carry, push, and pull heavy objects.
- Ability to hear and speak to exchange information. Ability to see in order to view printed jobs and read a variety of materials.
- Ability to lift 70 pounds.

Classified Salary Schedule: Range 230
BOARD APPROVED: 7/14/98
REVISION DATES: 11/16/04
05/04/16
09/12/18
09/14/22
07/17/23
08/09/2023