

**CLASSIFIED JOB DESCRIPTION**

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**LEAD DIGITAL IMAGING TECHNICIAN**

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**JOB SUMMARY:**

Under the direction of the Purchasing, Publications, and Warehouse Manager, plans and coordinates the production activities of the Publications Department; ensures 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 the 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 end product. Computer skills and knowledge in publishing using Microsoft Suite, Adobe Acrobat Pro, and Quark Imposing.

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- Possess and maintain a positive attitude and ability to get along well with others.
- Understand and enforce copyright restrictions related to printed material.
- Five years of successful experience in the operation and maintenance of publications equipment and USPS standards and equipment.
- High school diploma or GED required.
- Possess a valid California driver's license. Must have a good driving record. Must be insurable under the District's insurance program and must maintain insurability.
- Ability to lift 70 pounds.

*Classified Salary Schedule: Range 39*  
*BOARD APPROVED: 11/17/09*  
*REVISION DATES: 01/09/10*  
*09/12/18*  
*07/17/23*  
*08/09/2023*