

## **CLASS SPECIFICATION**

## **REPROGRAPHICS TECHNICIAN**

### **DEFINITION**

Under the general supervision of the Assistant Superintendent, Business Services, coordinates and maintains the operations of the District's Resource Center and assures its timely, accurate, and cost-efficient operation. Prioritizes to meet the reprographic needs of the District, and produces a large volume and variety of materials by operating standard reprographics machines and equipment and other related duties as assigned.

### **REPRESENTATIVE DUTIES**

- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to stakeholders as needed
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Organize, prioritize, analyze and complete print requests
- Communicate with outside vendors regarding the purchase of supplies/equipment
- Ensure that all equipment is in efficient working order; establish and enforce quality and safety guidelines; identify the need for equipment repair; and schedule maintenance as appropriate
- Perform a variety of graphic design, layout, and paste-up utilizing computer and graphic software systems
- Operate production black/white and color copy machines and computerized photocopiers to perform routine duplicating duties
- Operate auxiliary finishing equipment including bindery, folding, cutting, padding, drilling, stapling, scoring/perforating, booklet, laminating, and mounting machinery
- Stock print shop paper and finishing supplies, notifies supervisor when inventory levels need replenishment, and order all necessary paper and supplies
- Prepare printed materials and deliver to the District office
- Greet stakeholders, answer the telephone, and provide information relative to department procedures and services
- Organize, prioritize, analyze, and complete print requests and calculate pricing of finishing services
- May train student workers to operate a variety of duplicating and ancillary equipment and coordinate their activities
- Work with district staff in printing a variety of instructional and testing materials, maintaining appropriate logs and billing
- Maintain, copy, store, and distribute District forms and printed materials.

### **ORGANIZATIONAL RESPONSIBILITIES**

This position reports directly to and is evaluated by the Assistant Superintendent, Business Services, and has regular contact with and provides support to stakeholders.

## **QUALIFICATIONS**

To perform this job successfully, an individual must possess:

### **Knowledge of:**

- Basic methods of print processing and materials used in large-volume duplicating
- Safe operation of duplication machines
- Word processing, spreadsheet, database, internet/intranet, email computer applications, and various office graphic software applications
- Standard record-keeping, filing systems, and procedures
- District functions, policies, rules, and regulations
- Business office telephone techniques and etiquette
- Correct English usage, spelling, grammar, and punctuation; proofreading and editing

### **Ability to:**

- Follow oral and written directions
- With minimum supervision, operate and maintain resource center equipment with speed, accuracy, and independent judgment
- Plan, organize, prioritize, coordinate, and meet deadlines
- Learn procedures and functions of assigned duties
- Communicate effectively in both oral and written form
- Multitask and effectively prioritize job duties

### **Experience and Training:**

- Any combination of experience and training in the use of computer technology and graphic design software application
- Two years of responsible clerical experience that has provided the applicant with the knowledge and abilities listed above

### **Education:**

High school graduation or equivalent. Course work in computer technology, graphic design, reprographics, or related field desired.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

This position classification is in a typical print shop environment with regular exposure to noisy equipment, paper dust, and odors from chemicals used in the printing process; occasional exposure to fumes when cleaning equipment, and performs clerical work. This position classification may involve frequent standing, walking, bending, twisting, stooping, and reaching in order to perform the duties of this job. Individuals may be required to lift, push, and/or pull objects normally not to exceed fifty (50) pounds, but may involve heavier objects with assistance; as well as use a step-stool, ladder, and dolly. Repetitive use of fingers and hands to

operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone and personal contact. Specific vision abilities including close vision, color vision, depth perception and the ability to focus are required. Have direct contact with public and other district staff, may be in difficult and/or negative interpersonal situations; negative interaction resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct and/or constant supervision.

Approved: January 9, 2007

Revised: May 13, 2021