

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Production Department Specialist

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and some experience in the operation of high speed copiers and related finishing equipment.

SUMMARY

Under the direction of the Site Administrator - Duplication Services, operate high speed copiers in the duplication and reproduction of various types of printed materials; communicate with District personnel to provide information and technical support for printing services; assure timely, accurate and cost efficient operation of the department.

SPECIFIC RESPONSIBILITIES

1. Set up and operate high speed copiers in the duplication and reproduction of various types of printed materials; complete jobs according to established dates, type and quantity
2. Operate a variety of finishing equipment; laminate, collate, fold, assemble, bind, and staple reproduced materials.
3. Participate in pricing printing work orders as requested.
4. Answer phones and greet visitors; respond to inquiries and questions; provide information on services and materials.
5. Assist with inventory procedures as assigned; stock shelves and storage facilities; maintain print shop in a clean and safe condition.
6. Conduct inspections on printing equipment to assure proper operation; perform minor repair and maintenance of equipment; disassemble and clean equipment as necessary.
7. Attend a variety of meetings as assigned.
8. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge of:

- Office duplicating processes and machines including high speed copiers and related finishing equipment.
- Record-keeping techniques.
- Inventory methods and practices.
- Technical aspects of field of specialty.
- Proper operation of photocopy and related printing equipment.
- Proper methods, materials, tools and equipment used in the set up, operation, maintenance and repair of high speed copiers and related equipment.
- Safety regulations and procedures involved in the use of processing solutions and chemicals.
- Record-keeping and cost estimating of printing projects.

Ability to:

- Operate high speed copiers and related finishing equipment.
- Produce quality printed work according to established production standards.
- Understand and carry out oral and written instructions.
- Maintain records and files.
- Work cooperatively with others.
- Prioritize and schedule work.
- Demonstrate oral and written communication skills.
- Enforce difficult schedules and lead time requirements.
- Maintain work pace appropriate to given work load.
- Operate a computer and applicable software.

PHYSICAL ABILITIES

Print shop environment.

Subject to noise from equipment operation and fumes from ink and cleaning compounds.

Lifting, carrying, pushing or pulling heavy boxes of paper.

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.

Standing for extended periods of time.

Bending at the waist.

Seeing to proof completed work.

Hearing and speaking to exchange information.