

SAN YSIDRO SCHOOL DISTRICT

TITLE: Publications, Warehouse and Technical Support Technician

REPORTS TO: Director of MOTF

DEPARTMENT: Business

CLASSIFICATION: Classified (12 month)

FLSA: Non-Exempt

SALARY: Classified Schedule (Steps 14-18)

REVISED: December 2023

Board Approved: March 2024

BASIC FUNCTION: Under the supervision of the Director of Maintenance, Operations, Transportation and Facilities, the Publication Technician is responsible for all duties involved in the operation of the production room. Such duties include the operation of various types of equipment in the reproduction of forms, charts, letters, and other materials.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

- Prints, copies, or duplicates all district forms and other reports, brochures, programs, letters, mailings, etc. as directed by department heads. Assembles, binds, and staples reproduced materials.
- Operates special processing machines including paper cutter and paper folding machine.
- Keeps records of work orders, work completed and progress of each job.
- Cleans, adjusts and maintains equipment in good condition.
- Makes necessary adjustments and minor repairs to equipment and/or places work orders for major repairs by outside services.
- Receives and fills orders for materials or reproduction work from schools or other district departments and distributes as directed.
- Orders and maintains adequate level of various types of materials and supplies necessary to fulfill the requirements of the productions department.
- Performs cleaning of machines and equipment used in the production room as needed and assures that the equipment is in good operating condition at all times.
- Checks incoming supplies against order forms and stores in appropriate place.
- Keeps production room and related equipment in a neat, clean and orderly condition with respect to safety requirements and fire hazards.
- Receives and distributes school and U.S. mail.
- Provides support to the warehouse as needed, including receiving deliveries and calls (this does not include driving)
- Provides technical support to the technology department as needed, including setting up and monitoring sound systems.
- Supports other district operations related to the production of district materials as needed.
- Perform other duties as assigned.

KNOWLEDGE OF:

- The operation, adjustment and maintenance of a variety of duplicating equipment.
- Training/experience in various equipment used in binding and assembling printed materials.

ABILITIES:

- Ability to operate auxiliary duplicating shop equipment such as collators, paper cutters, staplers, and similar equipment, and make minor repairs to duplicating equipment.
- Ability to perform work requiring mechanical aptitude and manual dexterity.
- Ability to understand and carry out oral and written instructions.
- Ability to work cooperatively with others.
- Ability to work independently and determine priorities.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE**

- High School Diploma or equivalent

WORKING CONDITIONS

Indoor and outdoor school settings which can include office and outdoor interactions.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information. Seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting heavy objects such as cases of paper.