JOB DESCRIPTION

Job Title: Reprographics Lead Operator

Job Family: Business Services

Range: 38

Job Purpose Statement/s: The major purpose for the job classification of **Reprographics Lead Operator** is to provide support for school sites and District departments in the planning and production of document printing/duplication, electronic document publishing and the binding of workbooks or other District documents as needed. The incumbent provides training to school site and District personnel for network and web page ordering. The classification of **Reprographics Lead Operator** is also responsible for the operation and maintenance of file and library storage systems or stored electronic media used to reproduce curriculum and administrative documents. This classification assumes overall responsibility in a lead capacity for the day-to-day operation of the reprographics department under the direct and general supervision of the Purchasing Supervisor within a framework of standard policies and procedures. The incumbent is responsible for the production of billing reports, cost estimates, supply pricing and other materials and supplies necessary for maintaining the overall operation of the reprographics department. The Reprographics Lead Operator assumes supervision responsibilities for training and assisting other personnel in the completion of their work activities.

Essential Job Functions:

* **Reviews** print request forms to ensure accuracy and compliance with District procedures.
* **Determines** equipment to be utilized for print requests.
* **Operates** reprographics equipment including, but not limited to the following:
  - Scanning of jobs into system memory.
  - Selection of job requirements and keying of information into reprographics operation system.
  - Selection of criteria, including job ID, destination, number of prints, location, separators, paper size, reduction/merging/shifting/rotating of images, correction of image defects and page numbering.
  - Coordination and management of jobs within the reprographics equipment system through sorting and manipulating jobs in printer queue; copies and deletes jobs in system files.
  - Checks final output for accuracy, meeting of job requirements and makes arrangements for distribution to clients.
  - Performs physical work of assembly, collation (when necessary), packaging, organization and movement (lifting) of materials for distribution.
* **Performs** routine maintenance and minor repairs on high-speed duplicating equipment, including troubleshooting system problems.
* **Coordinates** vendor technical assistance and repair.
* **Provides** training for and answers questions from District personnel regarding reprographic needs and use of remote equipment for online ordering and transmission of materials to be duplicated.
* **Customizes** print order jobs upon request in order to produce the highest quality output for the job requested.
* **Operates** and maintains duplication network system used for electronic transmission of documents, including the utilization of software interface for manipulation of input as required.

Other Job Functions:

* **Operates** a variety of high-speed electronic duplicating equipment.
* **Operates** a variety of computer systems, utilizing common software applications.
* **Makes** mechanical adjustments to equipment as required and needed.
* **Establishes** priorities for printing through estimation of job requirements to determine the best methods for optimum output and fulfillment of orders.
* **Produces** and prepares a variety of reports and correspondence as necessary for billing and usage.
* **Makes** recommendations regarding reprographics department operational procedures, expenditures and changes in order to maintain optimum performance.
* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required**: Minimum of one (1) year experience operating Xerox 6180, Docucolor 30, duplicating equipment or equivalent, Bourg Perfect Binder, integrated computer application software for the purpose of document transfer and duplication. Experience in the operation of high-speed electronic duplicating equipment and peripherals for the binding, collation, organization, cataloging and storage of documents may be substituted in order to satisfy minimum requirements. Any combination of training and experience that would likely provide desired performance may be considered.

* **Skills, Knowledge and/or Abilities Required:**
  Skills: Perform basic arithmetic calculations; effective written and oral English language communication skills at the level necessary to perform duties.
  Knowledge of high-speed electronic duplication equipment system and requirements; printing concepts and terminology; bindery terms and procedures; operation adjustment and routine maintenance of high-speed electronic duplicating equipment, computer work stations; use of appropriate software commands through keyboard, touch-screen or mouse technology; organization, storage and manipulation of information stored in the file server system; basic graphic art techniques and terminology; on-line submission via network or internet technology; working knowledge of common software applications (e.g. filemaker pro, Microsoft excel, Microsoft word).
  Ability to follow and provide oral and written instructions; communicate effectively; perform troubleshooting/mechanical adjustments to equipment; maintain effective and cooperative working relationships with others contacted in the performance of duties; work independently with a minimum of supervision; plan, organize and oversee day-to-day reprographic department operations; meet deadlines; maintain accurate records; evaluate reprographics department job trends and requirements and determine effective methods for optimum efficiency; stand for prolonged periods of time; satisfy significant physical abilities to include lifting/carrying, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversations and other sounds, near-visual acuity.

* **Education Required**: High School diploma or equivalent.

* **Licenses, Certifications, Bonding, and/or Testing Required**: Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Completion of District Proficiency Test. Possession of valid California Driver's License.