Oak Grove School District

JOB TITLE: **PUBLICATIONS TECHNICIAN**

SALARY RANGE: 24

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Prepare, print, assemble and distribute printed materials, which includes typography preparation, operating copier/printers and bindery equipment, and to perform responsible duties as required. This job class, requiring accuracy and strict attention to detail, exercises responsibility for timely printing of materials, recording orders into the print shop software, calculating costs, obtaining price quotes for supplies and service and entering PO requisitions into the financial system. Employees in this classification receive limited supervision from the Fiscal Manager or his/her designee within a framework of standard policies and procedures.

TYPICAL DUTIES

- Operates computer, copier/printers, bindery equipment and related equipment as required
- Receives, prioritizes, and organizes incoming work requests for printing
- Prepares and distributes printed materials to include instructional material & curriculum, reports, posters, newsletters, pamphlets, menus, programs, etc.
- Records work orders into print shop software and properly bills for completed work orders
- Performs typography preparation of graphic materials and paste ups
- Enters purchase requisitions and stores requisitions through district program financial system
- Performs related support duties such as counting, assembling, wrapping, sorting, and boxing outgoing materials
- Receives and stores stock
- Contacts vendors and/or service representatives regarding equipment breakdown/maintenance and to order supplies

MINIMUM QUALIFICATIONS

- Knowledge and skills of the safe use and operation of standard and specialized publications equipment to includes, but is not limited to, computers, copiers/printers, folder, binding equipment, and hydraulic drill and cutter
- Knowledge of publishing software applications
- Knowledge of basic record keeping and inventory methods
- Skill to perform mathematical calculations using basic addition, subtraction, multiplication, and division
- Knowledge of proper English usage, spelling, grammar and punctuation
- Skill to communicate effectively in both oral and written form
- Skill to prioritize work and meet deadlines
- Skill to perform minor repairs and maintains equipment

Approved by Board of Trustees 3/28/02
Modified

- Skill to understand and follow oral and written directions in an independent manner
- Ability to meet the physical requirements necessary to safely and effectively perform the required duties
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, visual acuity/depth perception/visual accommodation

WORKING CONDITIONS

Duties are performed indoors around noise and fumes from equipment operation.

PHYSCIAL DEMANDS

Mobility to stand, stoop, reach, and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; stand for extended periods of time; walk long distances; lifting; pushing; pulling which does not exceed 50 pounds. Ability to meet the physical requirements necessary to safely and effectively perform the required duties.