

PRINTER

Purpose Statement

The job of Printer was established for the purpose/s of providing high-quality printed materials needed by school personnel for instruction, conferences, special events, meetings; ensuring the safe and efficient operation of reproduction services; and delivering completed materials within established time lines.

This job reports to Manager - Multimedia Services

Essential Functions

- Coordinates all job requests from a variety of stakeholders (e.g. district personnel/departments; school staff, non-profits agencies or organizations, etc.) for the purpose of ensuring availability of items within scheduled timeframes.
- Duplicates a variety of materials (e.g. booklets, forms, letters, etc.) for the purpose of providing materials in accordance with work request specifications.
- Inspects printed jobs for the purpose of ensuring accuracy of completion within requested specifications, quality standards, and quantity requirements.
- Maintains and performs minor repairs on a variety of manual and computerized press equipment, tools, supplies, and work area (e.g. offset press, 34DI digital, two-tower, envelope press, densitometer, DPM camera, plates, ink, blankets, etc.) for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete all work requests.
- Monitors operation of presses (e.g. troubleshooting, cleaning, adjusting, matching colors and quantity of ink, etc.) for the purpose of intercepting problems to control cost of operations and maintaining consistent quality of each item produced.
- Operates a variety of complex manual and computer-generated equipment and tools (e.g. 34DI digital press, traditional offset press, RIP computer, collator/stapler/folder, two-tower press, paper drill, stapler, Polar 78XS programmable cutter, binder, etc.) for the purpose of providing high-quality printed materials as required.
- Performs pre-press functions for projected jobs (e.g. formatting/developing layouts, entering on computerized disks to match requests, etc.) for the purpose of ensuring a high quality product.
- Prepares completed jobs for packaging, delivery, and distribution for the purpose of ensuring items are packaged for safe transport.
- Prepares printing job/s (e.g. binding, collating, etc.) for the purpose of packaging jobs for distribution.
- Prints a variety of materials (e.g. district newsletter, announcements, forms, letterhead, fliers, posters, pamphlets, etc.) for the purpose of providing materials needed by district personnel for a variety of district functions/communications (e.g. instruction, conferences, special events and meetings, etc.).
- Responds to inquiries for the purpose of providing requested information and/or direction.
- Reviews orders for appropriate quality (e.g. spelling, layout, paper request, etc.) for the purpose of ensuring accuracy of information and complying with established guidelines (e.g. copyright rules and regulations, etc.).

Other Functions

- Attends meetings, training, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in printing, including computer-generated offset presses; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of printing press and peripheral equipment operation; computerized multimedia systems/software, and safety practices and procedures.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adhering to safety practices; meeting deadlines and schedules; working as part of a team; and ability to distinguish primary colors.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Printer Apprentice Certification desired

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

6/14/2010

Salary Grade

Classified 56

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____