

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PRINT SERVICES TECHNICIAN

SALARY SCHEDULE: SSP-10

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years successful experience in operating high speed/high volume photocopy machines and finishing equipment as well as various other equipment and tools specific to producing a wide variety of printed material.
- (3) Ability to demonstrate computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to program, operate and maintain networked digital printing systems and related bindery and finishing equipment. Ability to accurately set and operate print shop equipment, including offset printing equipment, cameras, plate processors and finishing equipment. Ability to organize a workload in order to meet specific deadlines. Ability to follow written and oral instructions. Ability to work under pressure in a fast-paced environment. Ability to work with various chemicals related to printing systems. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Print Shop Supervisor

JOB GOAL

To provide for the reproduction, collating, finishing and packaging of printed materials in order to produce a high quality finished product for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Inspect and organize all printing requests in a web-based system.
- * (2) Operate offset presses and related equipment, making adjustments to ensure high quality finished printed products.
- * (3) Analyze all aspects of the job to ensure continuous operation of equipment for maximum productivity.
- * (4) Manipulate and reconfigure documents in Adobe Pro.
- * (5) Utilize all Microsoft programs to produce high quality results.
- * (6) Monitor incoming web orders for copyright issues.
- * (7) Manage work processes to keep inputs moving through the WebCrd system without error.
- * (8) Organize printing requests to ensure continuous operation of equipment for maximum productivity.
- * (9) Diagnose machine problems and replace parts as needed.
- * (10) Perform operator adjustments, maintenance and cleaning of equipment.
- * (11) Report malfunctioning equipment beyond the scope of operator maintenance.
- * (12) Set up, calibrate and operate bindery and finishing equipment.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.
- * (14) Provide for a safe and secure workplace.
- * (15) Model and maintain high ethical standards.

PRINT SERVICES TECHNICIAN (Continued)

- * (16) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (17) Maintain confidentiality regarding school matters.
- * (18) Maintain positive relationships with staff and vendors.
- * (19) Participate in workshops and training sessions as required.
- * (20) Participate in Xerox training for machine maintenance.
- * (21) Communicate effectively with staff and vendors.
- * (22) Keep supervisor informed of potential problems or unusual events.
- * (23) Respond to inquiries and concerns in a timely manner.
- * (24) Prepare all required reports and maintain all appropriate records.
- * (25) Follow all School board policies, rules and regulations.
- * (26) Exhibit interpersonal skills to work as an effective team member.
- * (27) Demonstrate support for the School District and its goals and priorities.
- * (28) Sustained focus and attention to detail for extended periods of time.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force daily, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 1

*Essential Performance Responsibilities