

**Central Valley School District
Job Description #713**

TITLE **Print Room Specialist**

GENERAL SUMMARY

Performs Print Room operations in the daily support of schools and the district.

ESSENTIAL JOB FUNCTIONS

Depending upon the individual assignment, the Print Room Specialist may perform all or a combination of the following:

1. Operate all equipment housed in the Print Room, including copiers/printers, large format printers, laminators, binders, shrink wrapper, collators, cutters, etc.
2. Instruct others in the use of equipment housed in the Print Room as needed.
3. Troubleshoot equipment, replace toner, and assist with maintenance and repair requests.
4. Keep print shop supplies and paper organized and assist in maintaining adequate supply levels.
5. Review incoming orders for completeness, accuracy, and cost-effectiveness; follow-up with requestors with questions or suggestions.
6. Prioritize orders placed by schools and the district office; complete and distribute in a timely manner. Accurately price/cost jobs and maintain adequate records.
7. Maintain an adequate inventory of all district forms. Supply schools and the Learning and Teaching Support Center with forms needed for the school year.
8. Use Mac and PC-based computers, a wide variety of software, and desktop publishing skills to prepare files for optimal printing, and produce and update forms and other print materials as assigned.
9. Exhibit confidentiality, initiative, creativity and enthusiasm in performing job functions.
10. Perform related duties as required.

REPORTING RELATIONSHIPS

This position reports to the Publications Manager.

MENTAL DEMANDS

Required to meet externally imposed and inflexible deadlines of customers; required to shift priorities; requires concentration and attention to detail, requires ability to plan and problem solve.

PHYSICAL DEMANDS

Required to stand for prolonged periods; regularly required to lift, move or carry heavy paper products weighing over forty (40) pounds; required to take safety precautions when handling printing and binding materials; required to work in confined work area; operating cutting

equipment and machinery with moving parts requires safety awareness; occasionally required to work in non-routine positions when making machine repairs.

QUALIFICATIONS

1. Background and expertise using Print Room equipment including copiers, printers, binding and finishing equipment.
 2. Experience in Mac and PC-based operating systems.
 3. Experience in desktop publishing.
 4. Willingness to remain current in computer and desktop publishing skills.
 5. Experience and proficiency with Adobe Acrobat Pro software and Adobe Creative Suite design software including InDesign and Photoshop.
 6. Experience and proficiency with Microsoft Office 2010 software including Word, Excel, Outlook, Power Point and Publisher.
 7. Excellent organizational skills and a high attention to details.
 8. Ability to relate and effectively work with people.
 9. Excellent oral and written communication skills. Good understanding of English language (composition and grammar skills).
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UNIT AFFILIATION

PSE - Technical

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

CLASSIFICATION HISTORY

Revised 10/88
Revised 09/94
Revised 4/03
Revised 03/13