

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: PUBLICATIONS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Publications Supervisor, perform specialized activities involved in the operation and maintenance of assigned high-speed digital reprographic and peripheral equipment to assure District printing needs and timelines in areas such as bulk mail and District publications; serve as a technical resource to District personnel concerning assigned printing activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate and maintain a variety of high-speed digital reprographic and peripheral equipment in the reproduction of printed materials such as bulk mailings, handbooks, portfolios, booklets, tests, flyers, letters, bulletins, manuals, tickets, business cards, postings, charts, maps, graphs, newsletters, brochures, forms, programs and a variety of other District documents.

Review work submitted for printing projects; proofread submitted information to assure accuracy, completeness, quality and clarity; prepare equipment for extended production runs in accordance with established project specifications; monitor equipment during the printing process; prepare completed work for delivery; apply appropriate postage to outgoing mail as assigned.

Serve as a technical resource to District personnel concerning District publication, bulk mail or other assigned printing activities; confer with and advise personnel concerning orders, deliveries, specifications, technical issues and other printing matters; greet and assist visitors; take messages as appropriate; respond to inquiries and provide information and recommendations.

Provide a variety of printing and delivery preparation services in support of District bulk mailings as assigned by the position; receive, process, format and modify mailing lists in accordance with customer requirements; set up, adjust and utilize a variety of equipment including tabbing machines, envelope inserters and addressing machines in the printing, production and assembly of bulk mailings.

Plan, lay out, prioritize and coordinate printing projects in areas such as bulk mail and District publications; assist in establishing and maintaining publication schedules and time lines; assist personnel with planning assigned printing projects; assure District printing needs and time lines are met; prepare cost estimates, calculate project costs and arrange for customer billings as directed.

Set up, adjust, configure and operate a variety of office, printing and finishing equipment such as collators, drills, scanners, cutters, folders, stitchers, staplers, hole punches, binding machines, digital printers, fax machines, typewriters, computers and assigned software.

Perform specialized activities related to assigned Publications department operations; monitor completed jobs and works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications; adjust settings as needed; collate, assemble, hole punch, stitch, tab, fold, bind and staple reproduced materials as assigned.

Clean and maintain equipment in efficient working condition; maintain inventory of publications

supplies; reload equipment with publications supplies; perform minor maintenance and repairs on equipment; replace equipment components; contact appropriate personnel for equipment repairs.

Prepare and maintain a variety of records and reports related to printing projects, fees and assigned duties as required.

Perform a variety of clerical work and technical duties as assigned; compile a wide variety of data; establish and maintain filing systems; prepare purchase requisitions and related forms.

OTHER DUTIES:

Assist with training and overseeing student assistants.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, processes, equipment, terminology and procedures used in the production of printed and graphic materials.

Print shop operation, methods, practices and procedures.

Operation, use, minor repair and maintenance of printing and related equipment used in assigned area of the Publications department such as bulk mail and District publications.

Finishing equipment, techniques and procedures related to assigned publications functions.

Ink, chemicals and papers used in printing operations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Proofing techniques.

ABILITY TO:

Perform specialized activities involved in the operation and maintenance of assigned high-speed digital reprographic and peripheral equipment to assure District printing needs and timelines in areas such as bulk mail and District publications.

Serve as a technical resource to District personnel concerning assigned printing activities.

Maintain, adjust and perform routine maintenance to equipment.

Apply ink and other chemicals according to established procedures and specifications.

Prepare equipment for extended production runs.

Configure and adjust equipment settings to meet project specifications.

Confer with and advise personnel concerning orders, deliveries, specifications, technical issues and other printing matters.

Plan, lay out, prioritize and coordinate printing projects.

Learn Department and program objectives and goals.

Work independently with little direction.

Understand and follow oral and written directions.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience involving the operation of high-speed digital reprographic and peripheral equipment related to assigned area of specialty.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.

Noise from equipment operation.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of Print Shop equipment.

Standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Hearing and speaking to exchange information.

Seeing to view printing jobs and read a variety of materials.

HAZARDS:

Working around or with machinery having moving parts.

Chemicals used in the printing process.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

Adopted by BOT 1/25/03

Revised BOT 1/23/06