



REVISED: 07/01/2024  
Submitted: 03/26/2024

JOB TITLE:	PRINTER PRODUCTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8014
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation and maintenance of print room equipment, and production and distribution of high-quality documents

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages the operation and maintenance of print room equipment

Produces quality printed materials

Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District

Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques

Consults with personnel and the department head regarding design/printing needs and develops appropriate production plans based on budgets and time restraints

Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server

Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions

Maintains ink, paper, and other print room supply inventories

Assists in the training of subs and students assigned through co-op programs

Produces work in a timely manner while meeting deadlines

Writes printing specifications and collects estimates; coordinates the printing of jobs to ensure quality and client satisfaction

Assists with finishing work on jobs in Large Format area

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites through JCPS based on caseload/programmatic assignments

#### PHYSICAL DEMANDS

The work is performed while standing or walking. Work requires bending, squatting, climbing, reaching with the ability to lift, carry, push and or pull medium/heavy weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls. repairs, and adjustments on equipment. The work requires being around moving machinery, exposure to marked changes in temperature and humidity and dust, chemicals, fumes, and gases.

This work is completed in a production/assembly line setting This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): driving and reaching. The following physical activities are required occasionally (up to 50% of the workweek): climbing, crouching, kneeling, bending, and balancing. Feeling, grasping, hearing, talking, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., standing, and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Experience in operation of print room equipment
Effective communication skills
Ability to work independently and follow directions both oral and written

DESIRABLE QUALIFICATIONS
Knowledge of operation of copy equipment
Experience in a diverse workplace