

Duplicating and Publications Technician

Purpose Statement

The job of Duplicating and Publications Technician is done for the purpose of performing independent, analytical, highly complex and advanced technical duties to assist customers in the planning of materials for use in District publications, displays, and educational aids; performing skilled layout and art design in the preparation of drawings, graphs, displays, and photographs to be used in illustrations; operating printing, photocopying, and related equipment; coordinating and participating in the operation of high-speed digital reprographics and peripheral equipment to assure District printing needs and timelines are met; completing requests in accordance with work order specifications; performing routine and minor maintenance on printers and high speed copiers; and ensuring the safe and efficient operation of reproduction equipment.

This job reports to Assigned Supervisor

Essential Functions

- Assists various stakeholders with the design and production requirements for duplicating jobs for the purpose of meeting the customer's needs in a cost effective and viable manner.
- Calculates resolve and requirements for the purpose of estimating and itemizing printing costs and establishing priorities.
- Inspects completed work for the purpose of ensuring work meets requested specifications, quality standards, and quantity requirements.
- Maintains equipment (e.g. printing machines, high speed copying machine, equipment, tools, supplies and work area, etc.) for the purpose of ensuring its availability and functionality and supplies required to complete work requests.
- Performs minor repairs and routine maintenance for the purpose of maintaining machines and equipment in good working condition.
- Prepares a wide variety of documentation for the purpose of ensuring documents, files, and records are accurate and maintained.
- Prints a wide variety of work order requests for the purpose of supplying materials needed by school personnel for instruction, special events, meetings, etc.
- Researches work-related topics (e.g. software upgrades, new equipment, duplicating trends, etc.) for the purpose of providing information, remaining current, and making recommendations.
- Responds to inquiries for the purpose of providing general information, updates on project status, and making recommendations.
- Reviews information submitted for duplication for the purpose of correcting errors, avoiding unnecessary expenses, and addressing requestor needs.
- Schedules requests for duplicating services received for the purpose of ensuring availability of completed materials by requested completion date.

Other 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 need to occasionally 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 reprographics operations; 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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: aspects of reprographics operations including computers and high-speed photocopying equipment; basic layout; and time/work estimation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a 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 operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; and working with frequent interruptions.

Responsibility

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

Work 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 30% sitting, 35% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in varying atmospheric conditions.

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

Education (Minimum): High school diploma or equivalent.

Equivalency: Two years' experience in graphic arts, digital reproduction, computer-generated reproduction, and/or photo typesetting and layout work.

Required Testing

None Required

Certificates and Licenses

None Required

Continuing Educ. / Training

Maintain Certifications and/or Licenses
District Mandated Training

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Salary Grade

Range 22

Revised Date