

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
PRINTING SERVICES TECHNICIAN

DEFINITION:

Under supervision of the Assistant Superintendent-Business Services, the Printing Services Technician will perform printing and duplication services and maintenance operations of the Printing Services Department to meet County Office, District, and outside agencies printing needs and timelines.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform, plan, organize, prioritize, schedule reproducing and printing work as necessary; estimate cost of materials and labor upon request.
- Produce a high volume of a variety of materials including booklets, letters, bulletins, pamphlets, and other documents, including materials of a highly sensitive and confidential nature.
- Assist the office manager in monitoring all County Office copier contracts and make recommendations for replacement when necessary.
- Operate offset press and duplicating machines for the reproduction of a wide variety and large quantity of materials; determine proper type and weight of paper for various printing jobs; adjust paper feed and guides for different weights and sizes of stock; ink and adjust rollers; regulate ink and repellent flow; perform all printing tasks.
- Use a computer for tracking, to receive orders, and other necessary uses for job efficiency.
- Review originals and advise staff on design and preparation of masters for quality.
- Oversee and assure the safe and efficient operation of equipment.
- Responsible for duplication and related activities such as bindery, assembly, stapling, folding, trimming, binding and padding printed material
- Communicate with appropriate personnel to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding design, format, and scheduling of special printing work
- Research, evaluate, and confer with vendors regarding ordering and maintaining Printing Services Department supplies, materials, and equipment.
- Prepare and maintain records and reports of Printing Services Department operations and activities and other related documentation as directed.
- Provide assistance and information on efficient and current print methods.
- Clean and adjust equipment and perform routine maintenance such as changing belts, rollers, filters, etc.
- Review manuals to assist in routine maintenance.
- Operate auxiliary print equipment including collator, folding machine, stapler,

- padding press, drill, paper cutter, perforating machine, and bindery equipment.
- Provide training and assist the office manager in the supervision of personnel on copier usage and the safe use of all auxiliary equipment.
 - Performs other related duties as may be assigned.
 - Drive frequently for department business.

QUALIFICATIONS:

High school education or equivalent
Valid California driver's license with evidence of insurance

Knowledge of:

Modern office practices, technologies and equipment including a desk-top computer.

Ability to:

- Communicate effectively with others, ability to exercise good judgment and make decisions; ability to keep records; and ability and willingness to work with numerous interruptions and distractions.
- Set up and operate an offset press, large production copiers and auxiliary print equipment.
- Maintain a variety of records and files in the print production center.
- Operate a calculator to price print requests and perform preliminary billing.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Provide technical information concerning reproduction and printing of materials to others.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EXPERIENCE:

Multiple years of skilled experience involving Printing Services Department operations desired.

EDUCATION:

Equivalent to the completion of the twelfth grade.
Training in office equipment and technologies as it relates to duplicating materials.

PHYSICAL DEMANDS:

- Lift, push, pull and carry moderately heavy loads.
- Stand for extended periods of time.

- Squat, pull, push, grasp and twist as needed to complete duties.
- Bend at the waist.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: July 2013