



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION PRINT SERVICES TECHNICIAN

DEFINITION:

Under general supervision of the Executive Director of Human Resources, this position will perform printing and duplication services and maintenance/operations of the Print 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.
- Operate a Lithographic duplicating machine, copier machines and scanners 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, laminating 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 Print Services Department supplies, materials, and all equipment used in the print shop.
- Prepare and maintain records and reports of Print 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, and filters as necessary.
- 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 of personnel on copier usage and the safe use of all auxiliary equipment.
- Troubleshoot work stoppages and breakdowns to maximize print job output and efficiency of work.
- Check printed materials for clarity, accuracy, quality, finishing and other production factors.
- Create badges and hang tags for employees (including picture taking).
- Prepare and maintain a variety of financial and statistical records, reports and files related to expenditures, income, taxes and assigned activities available to Business Services.
- Maintain records and files as appropriate.
- Performs other related duties as may be assigned.
- Performs delivery/courier services as needed.



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Print Services Technician

Official: 
Effective: 11/27/18

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:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in business and/or accounting or relevant computer software applications programs.
- Two years of skilled experience involving Print Services Department operations desired.
- Two years of skilled experience in office equipment and technologies as it relates to duplicating materials is preferred.
- Valid California driver's license with evidence of insurance

KNOWLEDGE OF:

- Modern office software, practices, procedures and equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Time management strategies to handle competing demands on time and available resources.
- Financial and statistical record keeping techniques.
- Print shop operations including the relationship between graphic artwork, offset printing, and computer generated printing products.
- Procedures for estimating job costs, supplies, and related materials and resources; maintaining print and copy schedule formats to meet shop production needs.
- Standard software applications and desktop publishing programs including Publisher, In-Design, Adobe Illustrator, Photoshop and other related programs on various platforms; and safety regulations including the safe use of chemicals related to the printing process.

ABILITY TO:

- Maintain confidentiality.
- 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.
- Work independently and be flexible with time management strategies to ensure work is completed within strict deadlines.
- Schedule print jobs and work efficiently and maintain quality of print and finishing (cutting, binding, laminating and folding).
- Set up and operate a Lithographic duplication machine, 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.
- Troubleshoot and perform operator maintenance on copiers and other related production equipment.
- Keep current on printing technology techniques.
- Operate a variety of high-speed digital printing production and office equipment.
- Make changes in Publisher, In-Design, Adobe Illustrator and other desktop publishing programs.



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PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. This type of work involves sitting, but may involve standing for extended periods of time.

- Persons performing service in this position classification will exert 40 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Squat, pull, push, grasp, twist and bend at the waist as needed to complete duties.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential function of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

HRS Office Use Only

Created: October 8, 2013

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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: *Noelle DeBortoli*

Date: November 27, 2018