

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

PRINT SHOP TECHNICIAN

DEFINITION

To perform a variety of complex duties in photocopying, bindery, processing and preparing printed materials and to assist in the coordination of print shop operations.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from higher level supervisory staff.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

Log jobs in and out. Prioritize photocopying jobs. Runs and performs general and specific maintenance on high volume photocopying equipment. Operates and maintains a variety of print shop equipment including folders, cutter, drill stitchery, binders, and collator. Prepares jobs for delivery and makes deliveries. Picks up jobs and interacts with users to insure jobs are done to specifications, and offers suggestions for best results. Assists with paste-ups and desk top publishing, and maintains files of camera ready art work. Assist in maintaining and ordering of supplies.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of high volume photocopy machine equipment. Knowledge of general types of materials used in printing. Basic word processing knowledge. Ability to set up, operate, and maintain photocopy equipment. Ability to set up, operate, and maintain a variety of bindery equipment. Ability to understand and follow oral and written instructions. Ability to be a resource for information and suggestions to insure proper results. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to communicate effectively, both orally and in writing. Ability to compute paper and other supplies needed.

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in operating and maintaining a variety of photocopying and print shop equipment. Experience in maintaining and ordering supplies. Basic word processing experience. Experience in taking customer orders.

Training:

Equivalent to completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved: September 26, 1995