

**BERRYESSA UNION SCHOOL DISTRICT
POSITION DESCRIPTION**

JOB TITLE: District Reprographics Technician

Job Purpose Statement/s: The position of District Reprographics Technician is to provide printed materials needed by district/school personnel for instruction, conferences, special events, meetings etc; ensure the safe and efficient operation of reprographics services; and deliver completed materials within established timelines.

Essential Job Functions:

- Calculate resource estimates (i.e. personnel time, material costs, etc.) to itemize printing costs and establish workload priorities.
- Develop print layouts (e.g. announcements, forms, pamphlets, etc.) to efficiently utilize printing and/or duplicating supplies and materials.
- Inspect printed jobs to ensure completed jobs are within requested specifications, quality standards and quantity requirements.
- Maintain work schedules to meet the duplicating needs of departments and schools.
- Maintain printing machines, equipment, tools and work areas to ensure safe working environment and the availability of items within a specific time frame.
- Prepare printing job/s (i.e. binding, collating, shrink-wrapping, drilling, etc.) for packaging and distribution.
- Print documents (i.e. announcements, forms, letterhead, fliers, pamphlets, etc.) needed by district/school personnel for instruction, conferences, special events, and meetings.
- Pick up requests and deliver materials to and from appropriate sites in a timely manner.
- Order supplies and maintain required inventory levels.

Other Job Functions:

- Respond to inquiries to provide information and/or direction as required.
- Attend meetings for the purpose of conveying and/or gathering information as required.
- Attend appropriate workshops/conferences for the purpose of ongoing training.
- Perform other job related duties as may be assigned.

Job Requirements - Qualifications:

Experience and Experience Requirements:

- High School diploma or equivalent.
- Prior job related experience.

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Skills, Knowledge, Abilities and/or Physical Requirements:

- Skills to operate and maintain equipment used in reprographics such as high-speed copier, digital copier/printer, digital camera, camera, paper cutter, collator, folding machine, binding machine, software programs used to perform special edits and functions such as photo screening, image deletion, accent color etc., network connectivity, calculators, computers, and safely drive utility vehicle. Use English in both written and verbal form, and use correct spelling, grammar, and punctuation.
- Knowledge of basic math, including calculations, fractions, percents, and/or ratios; proper use and storage of printing chemicals, paper, film etc; methods of operating a variety of duplicating and high-speed reprographic equipment; inks and paper stock; printing and duplicating terminology; and safety practices and procedures.
- Abilities to understand and carry out written procedures, write routine documents, and speak clearly; understand complex, multi-step written and oral instructions; schedule and prioritize activities; adapt to changing work priorities; meet deadlines; gather and collate data; work and communicate with a wide diversity of individuals; problem solve and interpret guidelines; stand for prolonged periods; work independently with minimal supervision. Significant physical abilities include lifting/carrying, stooping/kneeling/crouching, reaching/handling/fingering, talking/hearing conversation and other sounds, near/far visual acuity.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance
- Valid California Drivers License and evidence of insurability
- Tuberculin Clearance.

Reports to: Assistant Superintendent of Business and/or Director of Fiscal Services or Purchasing

Work Year: 11 Months

Salary Placement: Teamsters Salary Schedule Group 40

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the Teamsters Negotiated Agreement.

Board Approved: September 16, 1997

Revised: June 8, 2010