

CORONA NORCO UNIFIED SCHOOL DISTRICT**CLASS TITLE: LEAD PRINTING SERVICES TECHNICIAN****BASIC FUNCTION:**

Under the direction of an administrator, performs complex work in the high-volume production with a variety of materials and documents; operate high production equipment; prioritize and set-up printing jobs; assist in the creation and graphic design of print-ready files; maintain equipment and supply inventory. Perform administrative support duties to relieve the supervisor of a variety of printing services work flow support detail; provide customer service, information and assistance to print production users; assist in scheduling, assigning, and oversee work.

DISTINGUISHING CHARACTERISTICS:

The Printing Services Technician III classification is the advanced-level position in the series. Incumbents work independently, and perform a variety of complex duties involved in the creation and graphic design of print-ready files for printing purposes. Printing Services Technician III provides direction, schedules and assigns work to Printing Service Technician I & II.

ESSENTIAL DUTIES:

- Provide direction, schedule and assign work to Printing Service Technician I & II.
- Research and identify new technology, software and reprographics equipment.
- Oversee and perform a variety of complex bindery functions and operates bindery equipment.
- Update Supervisor on incoming jobs, purchase orders, work flow and other printing services issues.
- Establish project timelines and calculate costs; estimate time, materials and personnel requirements for job orders.
- Create and design print-ready files according to District Policy and Copyright Laws.
- Consult and provide materials needed by district, school personnel and other customers.
- Utilize appropriate software to complete job orders.
- Provide customer service, status of job orders, and assist in planning and developing printing projects.
- Oversee and operate a variety of office equipment including a computer and software.
- Maintain and file records pertaining to production, job orders, and data entry.
- Verify, follow and complete routine and complex job orders including billing.
- Coordinate, oversee and participate in stocking shelves and inventory of supplies; maintain print shop and equipment in a clean and safe condition. Place service calls on reprographics equipment.
- Communicate with student, staff, parents and outside agencies to exchange information, coordinate activities and resolve issues.
- Create, edit, format and prepare files for printing.
- Train and provide work direction to Printing Services Technician I & II, new staff or substitute workers.
- Substitute for or relieve other printing services personnel.
- Design, proof and assist personnel in designing and preparing graphic artwork.
- Prepare shipping labels and package job orders for distribution; drive a vehicle to conduct

reprographic work including pick-ups and deliveries.

OTHER DUTIES:

Performs any duties listed in Printing Services Technician I & II.

Perform related duties as assigned.

KNOWLEDGE/ABILITIES:

Complex methods, operation, and maintenance of bindery and printing equipment.

Communicate effectively both orally and in writing.

Maintain records related to work performed.

Answer telephones and greet the public courteously.

Follow and ensure compliance with health and safety practices.

Operation of a variety of office equipment, a computer and software.

Advanced graphic design techniques.

Interpersonal skills using, tact, patience and courtesy.

Proper storage of printing chemicals and other materials or supplies.

Prioritize, schedule and meet timelines.

Establish and maintain cooperative and effective working relationship with others.

Learn to operate new equipment and adapt to changing technology.

Accurately perform mathematical computations and measurements.

Work in a fast paced, high volume environment.

Basic inventory methods and practices.

Principles of training and providing work direction.

Edit, proof and determine appropriate formatting of finished copy and other work for printing.

Calculate costs and estimate time, materials and personnel requirements.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent and three (3) years of experience involving the operation of high quantity material reproduction in the reprographic field.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver's License, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS/HAZARDS:

Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.

Hear and speak to exchange information in person and on the telephone.

Sit or stand for extended periods of time.

See to read a variety of materials and monitor printing operations.

Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds.

Bend at the waist, kneel or crouch to retrieve and store supplies.

Reach overhead, above the shoulders and horizontally.

Work around or with machinery having moving parts.

Exposure to ink, chemicals and papers used in printing operations.

Noise from equipment operation.