

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Printing Technician	REPORTS TO:	Graphics Services Supervisor
DEPARTMENT:	Graphics Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G28/CSEA 125 Salary Schedule

(Former Classification: Bindery Technician and Typesetter/Layout Technician)

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform a variety of high quality operations including bindery, copying operations, and digital typesetting for District printed materials in a reasonable, timely manner to meet the needs of students and staff

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Efficiently operate complex computer-aided high speed copying machines, collating machines, binding equipment and other copy machines or peripheral printing equipment for the production and distribution of high quality printed materials in a reasonable, timely manner to meet the needs of the District. *E*

Perform a variety of technical typesetting, bindery and finishing work for District printed materials in a reasonable, timely manner to meet the needs of the District. *E*

Efficiently operate a variety of typesetting and bindery equipment, including but not limited to a collator, hole-punch, laminator, waxer, automated paper cutter, art knife, stitching and other related machines. *E*

Determine proper document parameters, such as point size, font style, line spacing and line length according to customer and job ticket specifications; select appropriate tabulations, ruling and column, book or straight text as needed. *E*

Ensure proper operation of equipment to provide a safe and orderly working environment; make minor repairs as necessary. *E*

Inspect completed work for errors; accurately package and prepare completed material for distribution to ensure reasonable, timely delivery of services to the sites/departments. *E*

Communicate with sites and departments to provide a variety of information and assistance related to typesetting and typing procedures and time lines. *E*

Provide training and clear work directions to part-time staff as directed.

Move palets and stock paper supplies.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school with one year of bindery and digital typesetting experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper typesetting and bindery methods and techniques.
- Proper operation of bindery machines, typesetting and other related equipment.
- Oral and written communication skills.
- Proper lifting techniques.
- Technical aspects of printing industry.
- Methods of composing materials for printing.
- Document design and layout.
- Advanced computer skills and data entry techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Operate a variety of bindery, typesetter and other related equipment.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Plan, prioritize and schedule work to meet schedules and timelines.
- Work independently with little direction.
- Determine specifications such as point size, type style, line length and line spacing.
- Operate lifting equipment.
- Learn current copying procedures and technology.
- Learn new or updated equipment, computer system or software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Communicate, understand and follow both oral and written directions effectively.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment; subject to noise from equipment operation and fumes from ink and cleaning compounds; repetitive activities.

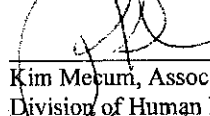
PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, lift heavy objects; dexterity to operate equipment; standing or sitting for extended periods of time; hearing and speaking to exchange information; reaching overhead, above the shoulders and horizontally; bending at the waist; carrying, pushing or pulling; seeing to proof completed work.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions


APPROVALS:



 Kim Mecum, Associate Superintendent
 Division of Human Resources

9/16/10

 Date



 Michael E. Hanson
 Superintendent

 Date

PrintingTechPD.LS/MY