



Leadership • Collaboration • Support

JOB TITLE: Print Shop and Distribution Specialist

CSEA Salary Schedule, Range 21

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Facilitates, and monitors printing and copying services. Maintains on-site equipment and operates all machines.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to establish and maintain effective work relationships with district personnel, fellow employees and vendors.
- Ability to operate, repair, and adjust copiers, printers, finishers, digital imaging machines, folders, laminators, and staplers efficiently and successfully.
- Ability to review, adjust, and/or correct digital masters for final approval by management and create forms.
- Responsible for troubleshooting all SCOE print machines.
- Ability to develop quotes on printing jobs for outside agencies.
- Ability to prioritize work demands for distribution and print shop functions.
- Ability to work independently following general instructions.
- Ability to crop and adjust pictures using digital technology.
- Ability to prepare and maintain records and production reports.
- Ability to calculate via proportional calculator.
- High school diploma or G.E.D. equivalent and 2 years relevant experience in a print shop.
- Valid California driver's license preferred.

This work consists of moderately complex and varied technical duties at a journeyman level of job performance.

ESSENTIAL DUTIES

- Prepares and prints brochure covers, certificates, plans, drawings, overlays, and letterheads.
- Determines cost of materials provided to districts and provides quotes.
- Enlarges photographic prints using digital technology.
- Processes orders for reproduction.
- Maintains electronic file of master documents needed for reruns.
- Cuts paper, drills holes, and assembles multi-page runs in proper order.
- Performs bindery tasks such as collating, binding, cutting, folding, etc.
- May distribute supplies and/or materials to sites by driving a county vehicle.

MARGINAL DUTIES

- Performs other duties as assigned.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a framework of standard policies and procedures.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (60%)

Walking (20%)

Sitting (20%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (3)

Bending (4)

Pushing and/or
Pulling Loads (2)

Reaching
Overhead (2)

Kneeling or
Squatting (3)

Climbing Stairs (1)

Climbing Ladders (1)