



Leadership • Collaboration • Support

JOB TITLE: Senior Print Shop and Distribution Specialist

CSEA Salary Schedule, Range 25

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Coordinates, schedules, facilitates, and monitors printing and copying services. Maintains on-site equipment, operates all machines, and acts as lead for distribution functions and building operations.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to efficiently and successfully operate, repair, and adjust copiers, printers, finishers, binders, cutters, digital imaging machines, collators, folders, laminators, and staplers.
- Ability to review, adjust, and/or correct digital masters for final approval by management.
- Responsible for troubleshooting all SCOE print machines.
- Ability to establish and maintain effective work relationships with district personnel, fellow employees, and vendors.
- Ability to develop proposals and bid on printing jobs for outside agencies.
- Ability to research purchasing costs for office supplies, copiers, and other equipment or services as appropriate.
- Ability to prioritize work demands for distribution and print shop functions.
- Ability to work within budget and create requisitions.
- 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.
- Knowledge of chemicals used in operating all equipment, OSHA rules, and MSDS reports.
- Ability to calculate via proportional calculator.

- High school diploma or G.E.D. equivalent and 2 years relevant experience in a print shop.
- Possession of or ability to obtain certification of on-site equipment.
- Valid California driver's license preferred.

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

ESSENTIAL DUTIES

- Acts as a resource to advise SCOE and district clients regarding appropriate printing/production methods.
- Provides consultation and assistance to clients regarding printing production processes, including coordination and facilitation of project requirements.
- Prepares and prints brochure covers, certificates, plans, drawings, overlays, and letterheads.
- Determines cost of materials provided to contracting agencies and maintains inventory level of expendable supplies.
- Rephotographs and screens prints for black and white.
- Enlarges photographic prints using digital technology.
- Processes orders for reproduction.
- Provides maintenance and repair of print shop equipment and machinery, including finishers.
- Maintains electronic file of master documents needed for reruns.
- Orders and maintains stock of supplies such as ink, solvent, cleaning fluids, paper, MSDS records, etc.
- Cuts paper, drills holes, and assembles multi-page runs in proper order.
- Researches available vendors, including on-line options for best price and availability of supplies and printing/copying equipment.
- Performs bindery tasks such as collating, binding, cutting, folding, etc.
- Prepares distribution schedule and serves as substitute for Distribution Clerk.
- May distribute supplies and/or materials to sites by driving a county vehicle.
- Provides training and technical assistance on duplicating/copying machines.

- May open and close central office building and assist or direct work of custodial operations as needed.

MARGINAL DUTIES

- Prepares distribution schedule and serves as substitute for Distribution Clerk.
- May open and close central office building and assist or direct work of custodial operations as needed.
- Performs other duties as assigned.
- Recommends various printing/copying systems including cost analysis.
- Maintains inventory of SELPA forms for all districts.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Employees in this classification may coordinate the workflow of other staff members as it relates to project objectives.

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%)
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Body Movement (Frequency):

None (0)	Limited (1)	Occasional (2)	Frequent (3)	Very Frequent (4)
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Lifting – lbs. (0-40)	Lifting (3)	Bending (4)
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Pushing and/or Pulling Loads (2)	Reaching Overhead (2)	Kneeling or Squatting (3)
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Climbing Stairs (1)	Climbing Ladders (1)
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