



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

SENIOR PRINT SERVICES TECHNICIAN

DEFINITION:

Under the direction of an assigned Administrator or Supervisor oversee and organize the day-to-day functions and activities of the Print Services unit; perform skilled technical layout, coordinate the setup, and assist with the operation of print production tasks, utilizing computers, high-volume copiers, and related material reproduction equipment; oversee Print Service budget; provide customer service and collect payments; perform other job-related work as assigned and/or required.

ESSENTIAL DUTIES:

- Lead the planning, organizing, and coordinating of the functions of the print services unit, including service priority determination and the scheduling production tasks.
- Schedule the print production request base on availability, functionality, and efficiency of copiers.
- Develop work load priorities based on mechanical capacities.
- Review duplication requests and advises users regarding material layout, design, paper and ink qualities, and production timelines.
- Assist in the review, analysis, and evaluation of material printing and duplication requests to determine the feasibility of in-house production.
- Perform skilled technical printing production-related tasks, including the development of paper and metal plates, layout, and camera work.
- Estimate material and labor costs for each project and communicate the estimate to the service user.
- Participate in the maintenance of a data information, storage, and retrieval system, including a variety of production files and records.
- Operate high-volume copier, wide-format printer, computer, cutter, and other peripheral printing equipment such as binding, folding, laminating, and finishing machines.
- Spearhead the budget planning and expenditure control process, including the calculation of project costs and production charge backs.
- Acquire quotes, authorize expenditures, recommend purchases, and order all supplies.
- Collect payments for printing services, reconcile payments for reports to fiscal.
- Lead and provide work guidance; review and monitor work assignments.
- Assists in the planning and conduct of print services and District personnel concerning the operational capabilities of the print services unit.
- Provide technical evaluation detail regarding the performance of print services personnel
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, procedures, and techniques of printing production and graphic art processes.

- Modern printing materials, supplies and equipment, including various printing, copying, binding, laminating and other peripheral machines.
- Advanced knowledge of software such as word processing, printing production and graphic design software etc.
- Printing format, design, layout, and preparing of material for print production functions; ink and paper properties, characteristics and specific uses.
- English usage, grammar, punctuation, and mathematical calculations.
- Supply ordering and monitoring.
- Safe working methods and procedures.

ABILITY TO:

- Lead, plan, organize, and participate in the operation of the print services unit effectively and efficiently.
- Perform skilled and technical printing production functions.
- Provide work direction to other print services staff.
- Implement and maintain a complex data and information management, storage, and retrieval system.
- Estimate labor costs, material costs and project production scheduling, accurately.
- Understand and follow oral and written directions with minimal accountability controls.
- Establish and maintain cooperative working relationships.
- Monitor and collect print order payments.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Three years of journey-level experience in production printing. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Driver's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental coursework or training in production printing, graphic arts, photography, or related subject areas is preferred, but not required. Experience in graphic arts, photography, layout and setup functions is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office work environment.

Fast-paced environment, with noise from equipment operation and with fumes, odors, and dust.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- Will frequently exert 25 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will involve walking or standing for extended periods of time, and sitting a portion of the time.
- Will involve repetitive hand movements and the use of some hand or power tools.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be able to provide oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate business related equipment and, to handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Working around and with machinery having moving parts. Excessive noise. Exposure to dust, fumes, and odors.

Revision Date: 2/1/2024