

CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: PRINTING & WEB SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the production of a variety of printed materials using high-speed digital copiers and finishing equipment; deliver finished print orders, and maintain copiers and related bindery equipment; assist in ongoing design, implementation and maintenance of the District internet/intranet website; ensures web content is current; proofread and edit content for accuracy; train staff on applicable website standards, requirements and restrictions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assist in the production of a variety of printed materials using reprographic and finishing equipment, including high-speed digital copiers, booklet makers, cutters, binders, folders, drills, padding machines, shrink wrappers, printers, scanners, and laminators; stock copiers with proper paper according to project specifications.

Prepare, process, assemble and deliver completed print orders as needed.

Maintain equipment in proper working condition; clear paper jams; replace parts and toner and adjust equipment in response to minor malfunctions; perform minor repairs on duplication and other equipment as directed; report major maintenance and repair needs to appropriate personnel; maintain assigned areas in a clean and orderly condition.

Initiate and receive telephone calls concerning assigned printing functions; greet and assist visitors; confer with staff concerning printing needs, requests, orders, deliveries and time lines; prepare, distribute and respond to a variety of correspondence.

Monitor inventory levels of printing supplies; receive stock, assist with ordering and maintain inventory of supplies.

Prepare and maintain various records and reports related to projects, materials and assigned activities.

Update and maintain District website and serve as webmaster.

Assist staff with webpage design in an organized, user-friendly layout and format; work with staff to ensure content is accurate, timely and relevant; create, edit and integrate graphics, animation, audio and video files and post on website; proofread and edit all web content and design work.

Adhere to standards for publishing and train staff responsible for maintaining district or department webpages of District brand and style guidelines, copyright regulations, and other legal, policy or compliance considerations.

Operate a computer and assigned software.

Remain current on computer systems, peripherals, software applications and emerging technologies.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Duplicating processes and machines including high-speed digital copiers and finishing equipment.

Practices, procedures, techniques and equipment used in duplicating and high-speed digital photocopying.

Bindery procedures and equipment.

Paper stock used in printing.

Web development and web technologies

Web usability, navigation and accessibility

Appropriate software for website development and maintenance.

Graphic design and development such as Adobe Photoshop, Photoshop, InDesign, PDF, Microsoft Office, etc..

Internet privacy and copyright.

Operation of a computer, assigned software and related peripherals.

Health and safety regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record keeping techniques.

Basic mathematics.

ABILITY TO:

Operate high-speed digital copiers and finishing equipment used in the printing and reproduction of a variety of materials for District school sites and departments.

Cut, collate, staple, pad, drill, hole punch, fold, assemble and bind reproduced materials.

Produce quality printed materials, web design, and create graphics according to established production standards.

Quickly learn and apply emerging technologies.

Maintain, adjust and perform routine maintenance to equipment.

Exercise creativity.

Operate a computer and variety of specialized software.

Meet deadlines, schedules and adapt to changing work priorities.

Understand and follow oral and written instructions.

Observe health and safety regulations.

Work independently with little direction.

Meet schedules and timelines.
Maintain records and assist in preparing production reports.
Communicate effectively both orally and in writing
Establish and maintain operative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years' experience operating one or more of the following: high speed digital copiers and related bindery equipment and/or managing web content and production, including webpage design, content editing and graphic design.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.
Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Constant interruptions.
Continuous exposure to loud noise.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Seeing to read a variety of materials and computer screen, and monitor printing operations.
Dexterity of hands and fingers to operate a variety of reprographic equipment, computer and mouse.
Sitting or standing for extended periods of time.
Lifting up to 50 lbs., carrying, pushing or pulling heavy objects.
Bending at the waist, kneeling or crouching.
Reaching overhead, above shoulders and horizontally, to retrieve and store materials.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.