

TITLE: PRINT SHOP TECHNICIAN
SECTION Secretary-Treasurer's Department
REPORTS TO: Executive Assistant

#101

SUMMARY

Under the direction of the Executive Assistant or designate, provides production print services using an integrated digital imaging system and assists with layout design and presentation of documents. Receives and distributes incoming and outgoing mail.

DUTIES

1. Operates a networked, digital imaging system high volume copier(s) that handles paper-based and electronic originals in a variety of applications.
 2. Assists originators in determining design and layout of print production services. Receives instructions from a variety of school district staff and others. Establishes and sets priorities to meet deadlines.
 3. Operates and provides first line maintenance to integrated, networked, digital imaging system copier(s) fax/scanner, booklet maker, binding postage meter and other ancillary print shop equipment.
 4. Receives, sorts and distributes all incoming and outgoing DAC and school district mail, registered letters, parcels and faxes.
 5. Provides cost estimates and maintains department records of activity. Maintains charge-back records for interdepartmental invoicing for all print shop services including postal mail.
 6. Inventories and maintains a supply of large volume of commonly used school district forms and publications, including monitoring paper, specialty materials and supplies; reorders as necessary.
 7. Provides switchboard/receptionist relief.
 8. May on occasion, be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent. Completion of one year post-secondary training in an Applied Technology Program.
 - Knowledgeable about computerized desk top publishing program(s) and Microsoft programs, including knowledge and training of graphic design and layout techniques.
 - Two years related experience, or an equivalent combination of training and experience.
 - Ability to operate and provide first line maintenance of a networked, digital imaging system, booklet maker, scanner/fax machine, electric staplers, postage scale/meter, folding machine, booklet maker, hydraulic paper cutter and three hole drill.
 - Excellent organizational and communication skills
 - Ability to perform duties with speed and accuracy and to work effectively under pressure with assigned deadlines
 - Physical capability to perform the job duties
 - Valid BC Class 5 Driver's License
 - Ability to maintain the confidentiality of sensitive information seen or heard.
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