



Sequoia Union High School District

Job Description

JOB TITLE:	Lead Reprographics Technician
REPORTS TO:	Director of Purchasing
CLASSIFICATION:	Classified / OT&P
SALARY SCHEDULE:	13.5
WORK - YEAR / HOURS:	12 months / 7.5 hours
LOCATION:	Site District
BOARD APPROVAL:	11/5/1997

DEFINITION

Under general supervision, to act as a lead worker in assigning, directing and reviewing the work of Reprographics Technicians; to perform computerized graphic design, layout and typesetting in the composition and production of a variety of printed materials; to perform a variety of reprographics work; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a lead and advanced journey-level classification. Under general supervision, incumbents provide lead direction to Reprographics Technicians and student assistants, and perform the more complex and technical reprographics duties.

EXAMPLES OF DUTIES

- Organizes, assigns, coordinates, reviews and monitors the work of the Reprographics unit including printing, duplicating, graphic composition and production, binding and finishing, and distribution of finished work; monitors incoming work and coordinates workflow; oversees the scheduling, cost estimating, and technical production of printing jobs for quality, timeliness and cost efficiency;
- Mediates and resolves unusual or difficult reprographics problems;
- Provides training and direction to Reprographics employees; provides input to supervisory personnel on work performance issues;
- Monitors equipment maintenance program; performs cleaning and minor maintenance and repairs; schedules periodic and necessary servicing;
- Assists in maintaining departmental budgeting and recordkeeping systems; may prepare budget estimates; maintains cost account records and submits monthly billings and cost summaries as directed;
- Tracks inventory and orders supplies and materials;
- Designs, lays out, typesets, proofs and edits text and graphics for a variety of publications such as but not limited to brochures, catalogs, forms, letterhead, business cards, handbooks, certificates, reports, signs/posters, calendars, flyers, etc.; produces camera-ready originals;
- May operate offset press(es) and high-speed multi-feature copy machines to reproduce forms, flyers, reports, directories, booklets, notices, and other materials; prepares machines for operation, regulates job progress and makes adjustments for best results;

- May operate folding, perforating, cutting, binding, collating, and stapling equipment to complete printing jobs; sorts, assembles and packages finished products;
- Completes necessary paperwork and enters data in computer to record and properly bill for reprographics department services; prepares cost estimates;
- Prepares and maintains reports and correspondence; performs technical and clerical tasks in support of department operations.

QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, including work planning and personnel management.

Reprographics processes, operations, equipment, materials and methods.

Principles, methods and techniques of graphic composition and production.

Inventory and recordkeeping principles and techniques.

Proper English spelling, grammar and usage.

Skill in:

Planning, organizing, directing, and overseeing assigned work activities.

Training and directing technical staff.

Organizing, prioritizing and coordinating workflow to meet customer needs.

Operating, adjusting and maintaining offset duplicating, copying, and auxiliary reprographics equipment.

Identifying and resolving problems.

Designing, laying out, typesetting, proofing and editing text and graphics.

Performing basic mathematical calculations.

Establishing and maintaining accurate records and files.

Using sound judgment within the framework of policies, procedures and guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Interpreting and applying relevant laws, rules, policies and other guidelines associated with assigned functional area(s).

A typical way of acquiring the required knowledge, skills and abilities might be:

Equivalent to one year of experience at the level of a Reprographics Technician II, which has included training and experience in computerized design, layout and typesetting of text and graphics.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use a computer keyboard and mouse with speed and accuracy; to operate and adjust reprographics equipment and supplies; and to manipulate both single sheets and large stacks of paper.
- Physical strength, agility, and ability to reach, bend, grasp, and crouch in order to prepare, operate, and adjust equipment.

OTHER REQUIREMENTS

Willingness and ability to work in a noisy environment.

Willingness and ability to work in exposure to printing chemicals and their fumes, and hazardous/moving equipment.