



**CLASSIFIED**  
**Job Classification Description**  
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
 PERSONNEL COMMISSION  
 APPROVED MOTION NO. 22-2022/23  
 DOCUMENT NO. 10-2022/23  
 DATED 10/19/2022

<b><u>PRINT SHOP TECHNICIAN - LEAD</u></b>	
<b>DEPARTMENT/SITE:</b> Purchasing/Print Shop  <b>REPORTS TO:</b> Director - Purchasing	<b>SALARY SCHEDULE:</b> Classified Bargaining Unit <b>SALARY RANGE:</b> 35 <b>WORK CALENDAR:</b> 261 Days  <b>FLSA:</b> Non-Exempt

**PURPOSE STATEMENT:**  
 Under the general direction of the Director of Purchasing, the Print Shop Technician - Lead, plans and organizes the operations of the District Print Shop in order to meet the District’s reproduction, printing needs and timelines; communicates with District Personnel to complete requests in accordance with work order specifications; works with media and design software, and high-speed reprographics machinery; performs preventative, routine, maintenance and minor repairs on printing equipment; assures timely, accurate, and cost efficient operations of the department; provides technical support and work guidance to assigned staff. The incumbents in this classification provide the school community with leadership in the production and delivery of printed materials which directly supports student learning and achievement.

**DISTINGUISHING CHARACTERISTICS:**  
 Positions in this class plan, organize and lead the operations of the District Print Shop in order to meet the District’s reproduction, printing needs, and timelines. This class differs from the Print Shop Technician class that completes printing requests to meet work order specifications and established timelines.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**  
*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Assists the Director of Purchasing on special projects as assigned.
- Calculates resource requirements (e.g., preparation and production time, and labor and material costs) to itemize printing costs and establish workload priorities.
- Communicates in a timely and professional manner with District Personnel and departments to provide technical information, coordinate activities, resolve issues, concerns, or questions regarding design format and scheduling of special printing work; identify concerns and make recommendations.
- Completes documentation and data journals on print nature and quantities to charge user departments and prepare invoices.
- Confers and schedules requests for duplicating services received from school site staff (e.g., bulletins, newsletters, booklets, and special requests) ensuring availability of completed materials by requested completion date.
- Creates, designs, performs retouching and manipulation of images and documents; works with District Personnel on layouts of publications.
- Inspects completed jobs to ensure work meets requested specifications, quality standards, and quantity requirements.
- Operates a wide variety of print shop equipment and tools (e.g., computers and related peripherals,

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copiers, staplers, thermal binding, spiral binding, stitching machine, large paper cutting machine, crimping pliers) to complete printing requests from district personnel.

- Orders paper and supplies and ensures sufficient inventory to complete orders in a timely manner.
- Oversees and prioritizes the department workload to maximize the efficiency of the work force and meeting shift requirements.
- Participates in unit meetings, in-service training, workshops to convey and/or gather information required to perform job functions and for ongoing professional development.
- Performs preventative maintenance and minor repairs on all high-speed copying machines, equipment, and tools; maintains work area to ensure a safe work environment and the availability of equipment and supplies required to complete work requests.
- Prepares jobs according to requested requirements (e.g., printing, collating, cutting, stapling, binding, packaging) and packages jobs for distribution to school site or administrative department.
- Responds to questions from district employees and vendors providing general information, cost estimates, cost savings, and/or status inquiries.
- Reviews, coordinates, and leads the work of assigned personnel by providing guidance, assigning tasks, and training as needed.
- Schedules requests for duplicating services received from school site staff (e.g., bulletins, newsletters, booklets, and special requests) and ensures availability of completed materials by requested completion date.
- Works with a wide range of media and design software to provide flexibility on all printing needs of district personnel.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

#### **Knowledge of:**

- Basic math, including calculations using fractions, percentages, and or ratios
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others
- Understand complex, multi-step written and oral instructions.
- Aspects of reprographics operations including computers and high-speed photocopying equipment; and practices, materials, and equipment involved in processing photos/bookbinding.
- Basic research methods
- Use correct English usage, grammar, spelling, punctuation, and vocabulary
- Operation of a computer, related peripherals, and standard office and design software (e.g., Google Suite, Word, Excel, Publisher, Photoshop, Illustrator)
- District organization, operations, practices, objectives, and goals

#### **Skills and Abilities to:**

- Adhere to safety practices and protocols
- Operate equipment used in reprographics operations, including computers, assigned software, and high-speed photocopying and finishing equipment
- Principles and practices of training and providing work direction to others
- Create journals, data sheets, and computer documents
- Prepare and maintain accurate records
- Gather and/or collate data
- Consider a variety of factors when using equipment (e.g., appropriate production processes, equipment,

- settings, and paper stock)
- Work with data utilizing defined and similar processes
- Work with a diversity of individuals and/or groups
- Problem-solve with data and equipment
- Maintain regular attendance
- Read, understand, interpret, apply, and explain current rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with a diverse group of people
- Analyze situations accurately and timely and adopt effective courses in action
- Understand and follow both oral and written directions effectively
- Communicate effectively and courteously with contacts within and outside the District
- Learn new or updated computer systems, programs or skills to apply to current work
- Establish priorities and schedule activities to meet deadlines and schedules
- Display mechanical aptitude
- Provide excellent customer service
- Work independently and with frequent interruptions
- Strong interpersonal and communication skills

**RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to affect the organization's services.

**JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

**EDUCATION REQUIRED:**

High school diploma or equivalent.

**EXPERIENCE REQUIRED:**

Four (4) years of progressively responsible work experience in graphic design, reprographic service or print shop operations including one (1) year of lead or supervisory experience.

**OR**

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills, and abilities of the position may be substituted.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to various work sites to deliver printed materials as needed.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam (D) through District's provider at District's expense

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed in a print shop environment and hazards such as driving a vehicle, working around or with machinery having moving parts, and constant exposure to fumes or odors from chemicals and machine noise in a print shop
- Dexterity of hands and fingers to operate a variety of reprographic equipment
- Sitting or standing for extended periods of time
- Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds
- Seeing to read a variety of materials and monitor printing operations
- Bending at the waist, kneeling, or crouching
- Reaching overhead, above the shoulders, and horizontally
- Hearing and speaking to exchange information