



Flour Bluff Independent School District Job Description

JOB TITLE: Print Shop Specialist

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Executive Director of Communications & Comm Relations

DATE REVISED: 12/05

PRIMARY PURPOSE:

- To facilitate the efficient operation of the print shop and accountability practices for the print shop and campus copiers.

QUALIFICATIONS:

Minimum Education/Certification:

- High School Diploma or G.E.D.

Special Knowledge Skills:

- Computer literacy required. Knowledge of spreadsheet and word processing software is a must. Operate print shop equipment to copy, collate, fold, staple, bind, laminate, cut and drill.

Minimum Experience:

- 1-year full-time work related to print shop field with computer skills and printing equipment

MAJOR RESPONSIBILITIES AND DUTIES:

1. Performs, daily, printing requests for campuses to include invoices for accounting and inventory purposes.
2. Performs, daily, technical support for campus copiers to include 'hands-on' assistance and training to campus personnel as needed.
3. Prepares monthly statements for copy machine usage and print shop billings for campuses.
4. Performs monthly meter readings and prepares reports of campus copy machines for principals and business office.
5. Maintains office files to include monthly reports and billings.
6. Maintains forms catalog and files copy originals.
7. Assembles books, pamphlets, pads, forms, posters, laminating, drilling and printing assignments.
8. Inventories supplies and equipment and initiates requisitions for needs in accordance with district wide purchasing procedures.
9. Fills campus orders of specialty paper and toners.
10. Gives assistance to campuses on troubleshooting copy machine problems.
11. Reports problems and malfunctions of print shop equipment to supervisor and/or contracted repair services.
12. Adjusts workload and work hours as needed to complete job assignments.
13. Maintains a pleasant and professional working environment.
14. Reports safety and maintenance needs or concerns to supervisor.
15. Maintains confidentiality with regards to printed materials, i.e., board packets, wage scales, etc.
16. Stays updated on operations, policies and procedures of the print shop and school district.
17. Maintains good working communications with co-workers and other staff members.
18. Maintains good attitude in difficult situations.
19. Maintains a clean, safe and organized working area.
20. Reviews work orders and requisitions daily to prioritize deadline assignments.
21. Assists with updating the 9000-phone line.
22. Is punctual in all aspects of work activities.
23. Adheres to department dress code and uniform code.
24. Complies with policies and procedures as outlined in employee's handbook and addendum.
25. Adheres to proper channels when communicating ideas, problems, etc.
26. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.