

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

PRINTER, Offset Lead

QUALIFICATIONS

- Minimum of High School Diploma or equivalence or Florida Special Diploma.
- Seven (7) years of experience in the printing industry.
- Two (2) years of experience in the supervision of printing operations.
- Ability to lift seventy (70) pounds and perform printing functions for long periods of time.
- Knowledge of computer applications and technology as related to specific job functions.

REPORTS TO Printing/Reprographics Manager **DIRECTS** the work of Printer and Bindery Specialist

POSITION GOAL

To assist Printing/Reprographics Manager in the day-to-day operations of the Printing Department and to produce printed materials for schools and District offices.

PERFORMANCE RESPONSIBILITIES

1. * Operate all equipment related to the pre-printing, printing, and finishing processes, including darkroom activities.
2. * Operate multi-color capable printing press, and prepare color separations.
3. * Duplicate, copy, or print District forms, reports, brochures, programs, certificates, etc., when required.
4. * Prepare printing materials using desktop publishing equipment and software.
5. * Train printers and bindery specialists using a standardized training program.
6. * Check make-ready work for accuracy and for attractiveness of layout and return questionable work to the Printing/Reprographics Manager for final approval before processing.
7. * Assist customers with determining their printing requirements.
8. * Initiate requests coordinated through the Printing/Reprographics Manager.
9. * Assist with the development of schedules and deadlines and receive instructions from the Printing/Reprographics Manager in determining priorities.
10. * Maintain record logs, when required.
11. * Clean and perform minor maintenance on equipment.
12. * Safeguard paper stocks and chemistries and maintain inventory records according to established procedures. Assist with preparing inventory and production reports.
13. * Schedule printing projects according to stated priorities.
14. * Maintain printing equipment and maintenance logs. Coordinate maintenance with contract vendors.
15. * Assist with checking-in paper, chemicals, and other supply stock.
16. * Maintain immediate work area, keeping area clean and neat.
17. Perform other duties as assigned by the Printing/Reprographics Manager.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
H-06 \$31,393 - \$55,748
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **18**
EEO-5 Line **53**

ADA CODES

2 **Heavy Work**
3 **A / F - G / O**
4 **B / F - J**

BOARD APPROVED

December 10, 1996