

Position:	Document Processing Specialist	Salary Grade: 15
Department/Site:	Graphic Arts	Salary Schedule: Non-Operations
Reports to/Evaluated by:	Supervisor, Graphic Arts	FLSA: Non-Exempt

SUMMARY

Under general supervision, leads and participates in the production of high-volume reproduction and duplication services including short- and long-term scheduling. Works with media and design software and communicates with district personnel to complete requests in accordance with requested order specifications. Operates, maintains, and repairs a variety of offset press and computer-aided equipment used for printing and copying printed materials. Work is performed with some independence and use of some independent judgment. Position is reviewed through observation of the work in progress and results obtained.

DISTINGUISHING CAREER FEATURES

Under the direction of the Supervisor, Graphic Arts, the Document Processing Specialist is a lead-level position with partial leadership duties over a small team of Technicians. Manages the production of graphic arts, printing and duplication and the processing of work orders. Operates in a fast-paced, production-oriented environment and is focused on providing excellent customer service, meeting tight timelines and schedules, and ensuring the availability of materials from either an outside vendor or from within the district warehouse. Proficiency in computerized graphic design and layout techniques, principles and practice of document enlargements and reductions, network computer skills, and copier programming skills are necessary. Must be a team player and possess strong attention to detail and the ability to handle multiple projects with tight deadlines while communicating information to both co-workers and customers in an accurate and timely fashion. Advancement opportunities will require additional training or experience in supervisory and management processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Creates, designs, performs retouching and manipulation of images and documents and works with district personnel on layouts of publications.
- Works with a wide range of media and design software to provide flexibility on all printing needs of district personnel.
- Assists with receiving maintenance and repair services with various service technicians.
- Receives and reviews incoming job orders. Plans, organizes, and schedules graphic arts and duplicating work. Works with the Supervisor to establish timelines and workflow. Evaluates quality and quantity of services rendered and received. May inspect completed jobs to ensure work meets requested specifications, quality standards, and quantity requirements.
- Confers with Supervisor regarding paper stock, duplicating materials, and equipment. Receives supplies and verifies invoices with shipments and stock supplies.

- Assists in the collection of information in order to help prepare various reports related to operations and activities within the Graphic Arts Department. Collaborates with staff on operation of printing and duplication equipment.
- Manages multiple projects/duties simultaneously. Produces high-quality printed materials by operating offset presses, high-speed copying, or other copy machines, collating machine, binding equipment or other peripheral printing equipment. Prints by adjusting and setting for paper path, multiple sheet detectors, pressure, paper receiver area for uniform stacking, feed roller pressure, paper pile height, feeder and paper path setup and speed of presses.
- 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. Identifies concerns and makes recommendations.
- May serve on behalf of the Supervisor in their absence.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires considerable knowledge of the design, layout and production of written and printed materials. Requires advanced skill at using computer-aided duplicating equipment. Requires thorough understanding of the operations, services and activities of a materials production department. Must have a thorough understanding of District and individual site/department operations, goals and objectives in order to assist in development of effective materials. Requires strong leadership and organizational skills. Requires strong written and verbal communication skills in order to interact with a wide range of contacts both inside and outside the work setting.

Abilities: Must be able to review, interpret, and explain graphic arts and duplications services policies and procedures. Must be able to review, interpret, and recommend changes to graphic arts projects in order to meet users' needs. Must be able to operate, maintain, and troubleshoot the full range of equipment used in the production department. Must be proficient in the operation of specialized machines within the Graphic Arts Department such as floor staplers, paper cutters, digital networked copiers, collating, and folding machines. Communication skills must be sufficient to interact with and discuss technical information with internal and external customers. Must be able to work independently and as a part of a team. Must be able to lead a small team and train others in the use and repair of equipment.

Physical Abilities: Requires sufficient forearm, hand, and finger dexterity to work at a computer station, move and place lightweight objects, sufficient hand-eye coordination and near visual acuity and accommodation ability to bring items into sharp focus and color vision to evaluate and produce color documents. May require standing for prolonged periods, lifting, and moving light to medium weight (10-50 pounds) materials, bending, and stooping. There may be exposure to fumes from printing chemicals. Position is subject to continuous loud noise levels.

Education and Experience: High school diploma supplemented by college courses or industry training in Graphic Design and reprographic operations. Minimum of three years experience in a business setting with experience in customer service and support, responsible record keeping, purchasing of materials and delivery of data. Knowledge of and proficiency with various copying, duplicating machines, and other graphic arts equipment preferred. Any equivalent combination of education, training and experience.