



PLEASE POST

ANNOUNCEMENT OF CLASSIFIED VACANCY

August 2017

Final date to apply:

September 20, 2017

Application Process:

An application must be submitted online at www.EdJoin.org.

Resume must be included.

Incomplete applications may not be considered.

Work Schedule:

**12 months per year
40 hours per week
Monday - Friday
7:30 a.m. – 4:30 p.m.**

Salary:

Classified Range 33

Step 1 - \$4268 /month
Step 2 - \$4481
Step 3 - \$4702
Step 4 - \$4937
Step 5 - \$5188

Initial step placement, up to maximum of step 3, will be determined by verifiable years of related experience and other appropriate considerations. Step increase will occur annually on anniversary date until maximum step is reached (step 5)

Benefits:

District contributes \$7558.30 per year towards medical, dental, vision and life insurance premiums. *Out of pocket costs will be determined by plan and level of coverage chosen.*

- 14 paid holidays per year
- Paid, vacation, sick and personal necessity leave
- CalPERS Retirement System

REPROGRAPHICS SPECIALIST

Under the direction of the Manager of Purchasing and Risk Management, plan, organize and coordinate the operation of the reprographics department. Setup, operate and maintain photocopiers, duplicators, bindery and related equipment in the volume reproduction of a variety of instructional and other publication materials; schedule and prioritize reproduction work orders and operations and calculate cost of reproduction projects to ensure efficiency and cost containment; assure the timely delivery of quality printed materials; perform minor preventive maintenance tasks and simple repairs on duplicating equipment; maintain related records.

Education and Experience

- Graduation from high school or equivalent
- Minimum of three years of experience in duplicating and bindery operations and the use of related digital photocopiers, duplication equipment, cameras, computers and related software, and color processes.

Knowledge and Abilities

Knowledge of methods and procedures of high speed digital printing processes; operation and care of high speed black and white and color reprographic equipment; prepress and print management software; supplies and paper stock used in duplicating work; advanced level computer skills, including desktop publishing software and related methodologies; general bindery procedures; complex methods of laying out work for reproduction; record keeping techniques; basic accounting skills to maintain records and calculate costs; proper lifting techniques; equipment safety standards, practices and procedures; communication skills;

Ability to operate digital photocopiers and related equipment used in reproduction activities; perform minor adjustments and repairs to photocopiers and related equipment; create and design original layouts and artwork; troubleshoot electronic document transfer and retrieval issues; color match toners; maintain equipment in good working condition; plan, organize and prioritize work to meet schedules and time lines; understand and follow oral and written directions; follow and apply safe work practices, methods and procedures in a print shop setting, including proper lifting techniques; work independently; establish and maintain cooperative and effective working relationships with others; train and provide direction to substitute and student workers.

Licenses and Other Requirements - Valid California Driver license

Physical Abilities

Dexterity of hands and fingers to operate and adjust a variety of duplicating equipment, standing for extended periods of time, bending at the waist, hearing and speaking to exchange information, seeing to assure quality reproductive work, lifting 60-75 pounds.

After an offer of employment is made, the selected candidate will be required to pass a physical exam before beginning the assignment. Candidates may be subject to drug and alcohol testing as a condition for employment.

EQUAL OPPORTUNITY EMPLOYER ♦ WE ARE A TOBACCO, DRUG AND ALCOHOL FREE DISTRICT