

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PRODUCTION SERVICES SPECIALIST

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Purchasing & Materials Mgmt	B/2/2	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Production Services Specialist is a standalone production services class. Incumbents are responsible for coordinating and maintaining internet interface for production services business functions.</p> <p>Duties include developing, updating and maintaining website for customer work orders, invoicing, and other production services processes. Incumbents may assist with other print shop production activities and provide back-up for the Production Services Supervisor.</p> <p>The Production Services Specialist is distinguished from other production services classes in the focus on the development and maintenance of website and web-based tools for the conduct of production services businesses functions.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Edits and maintains the website used to conduct printing business for the District and outside of District customers including developing pricing structures, budget codes, edit approvals; troubleshooting errors and problems; and providing ongoing technical support for the website such as ongoing training for internal and external users.	Daily 50%	B/2
Retrieves online orders determining workflow of jobs for productivity; and distributes orders to appropriate print shop staff.	Daily 20%	B/2
Creates invoices, purchase orders, accounting reports, and production reports; and orders supplies as needed to fulfill printing requests.	Daily 10%	B/2
Assists in ongoing print shop operations.	Daily 10%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

<u>Training And Experience:</u>
Associate's Degree in business, information technology or related field and one year experience managing web-based business functions is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



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Licensing/Certification Requirements:

- None

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Web-based business support operations;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Developing and maintaining web-based business support functions;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

