

KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
PRINTING 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 Printing Specialist is the third level in a three level series. Incumbents are responsible for coordinating and maintaining internet interface for production services business functions; providing quotes and invoices to District and outside District customers; and working with multiple outside vendors to procure services for orders that cannot be fulfilled within the print shop.</p> <p>As assigned, duties include developing, updating and maintaining website for customer work orders quoting, invoicing. As assigned, incumbents collaborate with customers using graphic design techniques to convert materials into printable artwork and participate and provide technical assistance in other production functions. Incumbents assist with other print shop production activities including serving as lead worker for other Print Shop staff.</p> <p>The Printing Specialist is distinguished from other classes in the focus on the development and maintenance of website and web-based tools for the conduct of production services business functions; quoting orders; and, as assigned, procuring outside services as needed and/or serving as lead worker.</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.		
Based on assignment, retrieves online orders determining workflow of jobs for productivity; distributes orders to appropriate print shop staff; assists with production which may include collaborating with customers to design and create artwork; preparing and cleaning equipment, creating screens and wide format products, and printing textile and other products using both manual and automatic presses.	Daily 25%	B/2
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 training for internal and external users.	Daily 20%	B/2
Obtains quotes from outside vendors, provides quotes to customers, creates invoices, purchase orders, accounting reports, and production reports; and orders supplies as needed to fulfill printing requests.	Daily 20%	B/2

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As assigned, serves as lead worker assisting managing printing and copying workflow including second shift operations; making work assignments; monitoring budget; and assisting with establishing and maintaining Cooperative Purchasing Agreements.	Daily 15%	B/2
Assists in ongoing printing operations.	Daily 10%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	

Training And Experience:

Associate’s Degree in business, information technology, graphic design 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.

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;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Conflict resolution and problem solving;
- Use of a variety of computer-based technologies;
- Operating printing, copying, screen printing and binding equipment;
- 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.

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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 11.15.13