

Print Shop Assistant

Purpose Statement

The job of Print Shop Assistant is done for the purpose/s of designing effective and aesthetically pleasing written materials; reviewing materials for content and clarity; and ensuring and/or implementing accurate billing.

This job reports to Assigned Administrator

Essential Functions

- Assists district employees, parents, board members, etc. with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner.
- Assists in the design of a variety of items (e.g. annual publications, logos, letterhead, posters, etc.) for the purpose of providing the most effective use of instructional material/s in the classroom.
- Coordinates with teachers, site administration, supervisor and other trades for the purpose of completing projects/work orders efficiently.
- Estimates costs for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- Implements departmental policies for the purpose of facilitating appropriate review and approval of all materials.
- Inspects graphic materials for the purpose of verifying the quality of work produced.
- Maintains equipment and supplies for the purpose of ensuring availability of equipment in a safe and operating condition.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Researches a variety of topics related to materials, equipment and/or work aids for the purpose of making recommendations for solutions that address specific requirements and/or enhancing overall efficiency of operations.
- Researches a variety of topics for the purpose of making recommendations and/or providing information to supervisory personnel.

Other Functions

- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in profession; performing standard clerical procedures; planning and managing projects; utilizing pertinent software and equipment; and communication skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: various position specific information learned on the job.

ABILITY is required to schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working under time constraints being attentive to detail; adhering to safety practices; communicating with diverse groups; and record keeping.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 10% walking, and 80% standing. The job is performed in a clean atmosphere.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
SG