

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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| 6/11<br>Effective Date | <b>COPY CENTER DIGITAL PROCESS SPECIALIST</b><br><br>Job Title | 2.6.15<br><br>Index |
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### **PURPOSE**

To improve student achievement through efficient and accurate coordination of the electronic copy center workflow and related job processes; operation of high-speed copiers, and equipment similar to the Reprographics Micropress system's electronic printing/copier/finishing capabilities in order to provide vital materials to students and staff.

### **CLASS CHARACTERISTICS**

This is an advanced level class in the high-speed copier/digital print series. This position is distinguished from others within the series by the level of responsibility assumed, and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to the downloading, editing, and maintenance of the Micropress System as it relates to the Reprographics digital copiers, and related finishing procedures.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction and evaluation from an assigned supervisor. An employee in this class assists the Print Production Coordinator by providing direction to operators within the Reprographics copy center concerning electronic high-speed copier/digital job requests. Responsible for coordinating all high-speed copier/digital press requisitions with the related information received by the Reprographic departments internal and external customer base through the DSF command center to the Micropress System based in the high-speed copier/digital print center.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Interpreting and coordinating incoming electronic work orders and providing assistance and leadership in defining equipment and processes to be used to complete job requests.

Responding to technical problems and concerns related to electronic submission of files between the copy center and the Digital Print Submission Specialist.

Operating equipment in high-speed copier area, Digital Duplicator, and other equipment related to high-speed copier/digital press work as needed.

Maintaining paperwork as needed. Assisting the Print Production Coordinator by reviewing incoming electronic digital request submissions for completeness as well as checking the submissions for any necessary revisions or design work.

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Coordinating and prioritizing the work of the copier team, advising Customer Relations Coordinator, Digital Print Submissions Specialist, or the Reprographics Supervisor of any problems or job related issues in the absence of the Reprographics Print Production Coordinator

Assessing incoming job quality and following guidelines for corrections when applicable

Evaluating and establishing work and delivery priorities

Entering and retrieving computerized information

Operating a wide variety of high speed copier/digital duplicator equipment

Maintaining adequate records of work initiated & completed

Maintaining an effective working relationship with those contacted in the course of work

Communicating effectively and concisely, both orally and in writing

Promoting and maintaining cooperative relations with copy room employees and District customers

Training new employees as High Speed Copier Operators

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

Work simplification and prioritization

An understanding of PDF file formats

Various computer programs such as Word, Excel and Micropress

Scheduling and work prioritization as it relates to high-speed copying/digital duplicator operation

Operation of digital copiers, duplicators, and related finishing equipment

Advanced understanding of computer operations.

Basic math computations to verify accuracy of orders and meet completion requirements of jobs.

Office methods and procedures

**Experience and Training:**

Any combination of experience and training that would provide the required knowledge and abilities is appropriate

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**Experience:**

One year of responsible high-speed copying/electronic printing experience

**Training:**

Equivalent to the completion of the twelfth grade.

**Work Environment:**

Climate controlled production setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels from moderate to loud and frequent to continuous time periods. Fast paced, detail-oriented work setting.

**Physical Requirements:**

On feet all day, with bending, lifting, standing, twisting, walking and kneeling. Must be able to lift 50 lbs. repeatedly throughout the day. Safety equipment is available to be used. Work frequent overtime June through November.

Salem-Keizer School District is an equal opportunity employer.

Position: Copy Center Digital Process Specialist

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_