9.9.05   APPLICATIONS SPECIALIST/PRINT SHOP

Reports To: Director of Vocational Education

Dept/Campus: Arkansas High School/Texarkana Area Vocational Center

Wage/Hour Status: Exempt

Contract Length: 240

PRIMARY PURPOSE:
Produce quality printing in the most cost efficient and timely manner possible. Work under general supervision with frequent contact with all levels of district employees.

QUALIFICATIONS:

Education/Certification:
High school diploma or GED
Two years of college education preferred

Special Knowledge/Skills:
Ability to operate equipment common to the printing industry
Ability to use personal computer and Desktop Publisher software applications
Ability to deal with all levels of district employees
Excellent organization, communication, and interpersonal skills
Calm and patient demeanor
Focused on customer satisfaction

Experience:
Two or more years of experience working in printing industry with extensive contact with people

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all time.

2. Articulate a positive image of the school district and school district employees.

3. Demonstrate effective customer service strategies to all district personnel.

4. Be responsible for ordering, storing, and distributing supplies and equipment.

5. Assist in obtaining and studying comparative prices and quotes for print shop supplies.

6. Detect and resolve problems with incorrect orders, invoices, and shipments.

7. Initiate and maintain proper and necessary safety and fire prevention equipment within print shop as prescribed by law and school policy.

8. Be responsible for ensuring that equipment in print shop is functional and serviced as necessary and that the print shop remains well organized.

9. Operate tools, equipment, and machinery according to prescribed safety procedures.

10. Follow established safety procedures and techniques to perform job duties including lifting, climbing, etc.

11. Participate in budget development and exercise budgetary control over print shop operations.

12. Maintain logs of all print jobs for billing purposes.

13. Produce all required printing for district in a professional and timely manner.

14. Supervise print shop students.

15. Attend professional growth activities and training.

16. Other duties as assigned.

EQUIPMENT USED:
Printing presses, digital copier, plate maker, personal computer, typewriter, printer, fax, copier, binders, paper cutters, folders, calculator, darkroom equipment

WORKING CONDITIONS:

Mental Demands:
Maintain emotional control under stress; maintain a clear focus on customer service

Physical Demands:
Work with frequent interruptions; repetitive hand motions; prolonged use of computer and printer; must handle various chemicals; moderate standing, stooping, bending, and lifting; ability to lift and carry 50 lbs.

Date Adopted: August 2, 2007
Last Revised:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee   Date

Supervisor   Date