

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DIGITAL DOCUMENT TECHNICIAN

SALARY SCHEDULE: SSP-8

COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years successful experience specific to high-speed digital copiers, printing, and bindery equipment.
- (3) Ability to demonstrate computer proficiency

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to program, operate and maintain networked digital printing systems and related bindery and finishing equipment. Ability to organize a workload in order to meet specific deadlines. Ability to follow written and oral instructions. Ability to work under pressure in a fast paced environment. Ability to work with various chemicals related to printing systems. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Print Shop Supervisor [or Director of Materials Management]

JOB GOAL

To provide for the reproduction, collating, finishing and packaging of printed materials in order to produce a high quality finished product for the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Inspect and organize all printing requests.
- * (2) Analyze all aspects of the job to ensure continuous operation of equipment for maximum productivity.
- * (3) Scan, program, edit, and print documents from either hard copy or electronic files as required.
- * (4) Monitor output of product to ensure high quality results.
- * (5) Diagnose minor machine problems and effect repairs.
- * (6) Perform operator adjustments, maintenance and cleaning of equipment.
- * (7) Report malfunctioning equipment beyond the scope of operator maintenance.
- * (8) Set up, calibrate and operate bindery and finishing equipment.
- * (9) Demonstrate initiative in the performance of assigned responsibilities.
- * (10) Provide for a safe and secure workplace.
- * (11) Model and maintain high ethical standards.
- * (12) Follow attendance, punctuality and proper dress rules.
- * (13) Maintain confidentiality regarding school matters.
- * (14) Maintain positive relationships with staff and vendors.
- * (15) Participate in workshops and training sessions as required.
- * (16) Communicate effectively with staff and vendors.
- * (17) Keep supervisor informed of potential problems or unusual events.

DIGITAL DOCUMENT TECHNICIAN (Continued)

- *(18) Respond to inquiries and concerns in a timely manner.
- *(19) Prepare all required reports and maintain all appropriate records.
- *(20) Follow all School board policies, rules and regulations.
- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Demonstrate support for the School District and its goals and priorities.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force daily, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities