

## **Reprographics/Purchasing Technician**

### **Purpose Statement**

The job of Reprographics/Purchasing Technician is done for the purpose/s of providing support to the printing process with specific responsibilities for completing requests in accordance with work order specifications; performing routine and minor maintenance on printing presses and high speed copiers; ensuring the safe and efficient operation of reproduction equipment; and delivering completed materials within established timelines.

This job reports to Director, Internal Business Services

### **Essential Functions**

Answers questions from district employees for the purpose of providing general information and/or status inquiries.

Assists faculty, staff and other personnel with the use and operation of copy machines, postage meters, and other Copy Center equipment for the purpose of meeting requester's needs in the most effective and timely manner.

Communicates with vendor and equipment service representatives for the purpose of ensuring equipment is properly maintained and repairs are completed in a timely and cost effective manner.

Distributes materials (e.g. completed jobs, supplies, packages, etc.) for the purpose of ensuring delivery to addressee.

Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements.

Maintains work production and fixed asset records (manual and computer) for the purpose of projecting equipment and supply requirements and ensuring the accuracy of departmental billing.

Maintains printing machines, high speed copying machine, postage meter, NCR machine, other standard equipment, tools, supplies and work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete work requests.

Performs standard maintenance and minor repair of offset and duplications office equipment and coordinates its repair (e.g. ink systems, moisture systems, pressures, paper paths, bindery equipment, etc.) for the purpose of ensuring availability of equipment as needed.

Prepares completed jobs (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution.

Prints a variety of materials (e.g. booklets, forms, letters, etc.) for the purpose of providing duplicated materials in accordance with work request specifications.

Processes incoming and outgoing packages for the purpose of ensuring proper documents are completed and ensuring delivery to the correct location.

Processes sale of postage and related items to departments for the purpose of providing monthly documentation related to the activities of the Copy Center.

Schedules requests for duplicating services and work orders received from staff (e.g. bulletins, newsletters, booklets, and special requests, etc.) for the purpose of ensuring availability of completed materials by requested completion date.

Submits purchase orders for the purpose of ensuring availability of supplies and materials necessary to complete jobs.

### **Other 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 single, 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: adhering to safety practices; operating equipment used in reprographics operations; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: aspects of reprographics operations including computers and high speed photocopying equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using 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 a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 30% walking, and 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in varying atmospheric conditions.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

2/14/2018

**Salary Grade**

33