

Job Description

Job Title: **Printing Support Specialist**
 Job Family: **Printing Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **December 16, 2007**

Job Code: **1354**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 21**
 Typical Work Year: **12 months**

SUMMARY: Assist the Administrative Services Manager in monitoring Administrative Services budget. Prepare, analyze and report statistical data for department and program budgets. Invoice print jobs and post payments, oversee District copy program, direct copier program vendor employee, proves monthly time and attendance reports and update report card, assessments and district telephone directory.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage, operate, maintain and modify accounts using the District accounting system. Invoice print jobs, post payments and monitor accounts to ensure collection of requisitions and cash payments. Instruct and train personnel on the District accounting application and other printing services procedures. Monitor accounts receivables and payables to verify budget accounts are correctly assigned.	D	25%
2. Manage monthly billing process for all copy machines. Download machine activity, sort by copy code and enter data into SFS system. Reconcile monthly copier program expenses and revenue. Process payment of copier program invoices. Analyze copier usage/volume to coordinate moves, replacements and additional copiers.	M	24%
3. Manage the district-wide copier and color printer program. Assign and manage copy codes for District. Order copier supplies. Schedule, monitor and assist in all copier program user training. Serve as liaison between Xerox and District personnel. Analyze monthly records to determine source of print jobs. Monitor, maintain and reorder inventory for flat copy program.	D	16%
4. Direct the copier program vendor employee by training and assigning work. Use the Equitrac system and Centre Ware Web to resolve problems and update information.	D	10%
5. Maintain petty cash account and pay department supply, equipment and materials invoices. Manage P-cards for department.	D	5%
6. Analyze and interpret administrative and printing services budget data using the SFS system.	M	5%
7. Perform other job-related duties as assigned including, but not limited to processing monthly time and attendance reports and update assessments and District telephone directory.	Ongoing	15%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Accounting, bookkeeping, finance or business management classes.
- Minimum of three years of experience in bookkeeping and/or accounting.
- Relevant college level education may be substituted for any portion of the experience requirement.
- Project management experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to follow through on projects.
- Attention to detail essential.
- Problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.

- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience Microsoft Word, Excel, PowerPoint, Access, Publisher, FrontPage, Crystal Reports, Peachtree, etc..
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, scanners, etc.
- Operating knowledge of Equitrac, Centre Ware Web and Xerox copy machines preferred at hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Printing and Office Support Manager	5038

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist the Printing and Office Support Manager in monitoring the Administrative and Printing Services budget.
- Assists and monitors flat copy budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate			X	
Copy			X	
Coordinate			X	
Instruct		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compute				X
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	