

**FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: **Printer/Publisher Operator #**

CATEGORY: **Classified Non-Exempt**

REPORTS TO (BY TITLE): **Supervisor, Print Services**

SALARY SCHEDULE/RANGE: **Classified, Range 16-7**

WORK YEAR: **12 Months 260 days**

SUPERVISION: **N/A**

POSITION DESCRIPTION:

Under general supervision, ~~operate~~operates electronic digitized printer/publisher and offset duplicating equipment in the reproduction of varied camera, typewritten, printed, or art layouts. ~~Operate;~~ operates related reproduction shop equipment. ~~Perform some;~~ performs preventive maintenance tasks. ~~Perform and~~ related clerical activities.

DUTIES AND

PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):

~~Duties may include, but are not limited to the following:~~

1. ~~Operate~~Operates electronic digitized printer/publishers and high-speed copiers to reproduce bulletins, booklets, curricular guides, forms, syllabuses, standard stock catalogs, letterheads, confidential materials, and other work.
2. ~~Adjust~~Adjusts paper feed and guides for weights and sizes of stock, and paper flow.
3. ~~Clean~~Cleans machines and ~~maintain~~maintains them in good working order.
4. ~~Operate~~Operates a variety of equipment, such as ~~a~~ camera, paper master copies, drill press, cutter, collator, wrapping machine and folding machine, coil binding and padding machine.
 - ~~Collate, sort, staple~~, and ~~stitch~~lamination machine.
 - 5. ~~Collates, sorts, staples, and stitches~~ reproduced material.
 - 6. ~~May operate offset presses.~~
 - 7. ~~May assign or direct the work of students.~~

- 8.0 May occasionally drill, pad, fold, trim, bind, wrap, and box reproduced materials.
- Performs Prepares various substrates and materials for large format printing.
- Preps and sets up documents to print on various large format machines.
- 9.0 Performs other related duties consistent with as assigned to ensure the scope efficient and intend effective functioning of the position work unit.

JOB Job Requirements – Qualifications

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.

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of work and/or training experience in electronic digitized equipment, offset presses, and related duplicating equipment

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- Verified copy of high school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Operation and care of electronic digitized printer/publisher, offset presses, and high-speed copiers
- Ink and paper stock used in duplicating work
- General bindery procedures
- Methods of laying out work for reproduction
- Correct Basic arithmetic and taking measurements
- English usage, spelling, grammar, and punctuation
- Preparation of electrostatic and metal plates used in reproduction operation

- Technical aspects in the field of specialty
- Modern office practices, procedures, and equipment
- Operation of computer and assigned software
- Document set-up for proper cuts, pagination, perforation, folding, coil binder, folders, larger and small laminators
- All substrates for larger format and all paper stocks

Ability to:

- Operate equipment used in reproduction activities
- Work under pressure in meeting to meet deadlines
- Follow and carry out oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively, both orally and in writing
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, thorough, and monitor work for quality
- Utilize interpersonal skills using, tact, patience and courtesy
 - Make sound decisions based on sound judgment, honesty and integrity
 - Multitask and prioritize work duties
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor print shop environment

Physical Requirements/Demands:

Ability to The physical demands described here 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.

- Frequently lifting, pushing, pulling, and carrying up to 50 pounds and occasionally lift and carry up to 75 pounds
 - Ability to frequently lift, push, pull~~lifting~~ and carry up~~carrying up~~ to 50~~100~~ pounds
 - Ability to stand~~Standing and walking~~ for prolonged periods
 - Ability Seeing to read printed matter and computer screens and identify and distinguish colors
 - Digital dexterity~~Dexterity of hands and fingers~~ to operate equipment
- Ability to hear~~Talking and understand speech~~
- Ability to bend, twist, stoop, and reach

Work Environment:

- Daily exposure~~hearing~~ to high~~communicate~~
- Bending, twisting, stooping, gripping, and reaching to perform job duties

Hazards:

- High noise levels ~~and dust~~
- Dust particles
- Contact with solvents and chemicals

MINIMUM QUALIFICATIONS

Experience:

- Two (2) years of work and/or training experience in electronic digitized equipment, offset presses and related duplicating equipment.

Education:

- Completion of high school or equivalent

DESIRED QUALIFICATIONS

Experience:

- N/A

NECESSARY MATERIALS

Materials:

- ~~Verified copy of high school diploma or equivalent~~

- ~~Approved: 6/6~~ Sharp objects and tools

Original Board Approval: 06/06/2018

Revised: 6/6/2018 12/18/2025

**FONTANA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: **Printing Services Assistant**

CATEGORY: ~~Non-Exempt, Classified Contract~~ **Non-Exempt**

REPORTS TO (BY TITLE): ~~Supervisor, Printing Services~~

SALARY RANGE: ~~Range 15~~

SALARY SCHEDULE: ~~Classified Salary Schedule~~

WORK YEAR: ~~12 Months~~ **260 days**

POSITION DESCRIPTION:

Under general direction, ~~performs~~ a wide range of clerical and basic accounting duties, involving specific office routines. ~~Familiar with; operates high-speed copiers, printing services terminology; prepares and printing processes, methods and procedures. Assist the Supervisor, Printing Services with clerical and basic accounting duties as needed.~~

Class Characteristics:

~~Incumbents are accustomed to the terminology and processes of a printing services environment; operate high speed copiers; prepare and manage accounting records by compiling data from a variety of sources; and assist in the operation of a wide variety of offset duplicating equipment and production Print Services print services equipment. Incumbents will have frequent contact with administrators, vendors and site or departmental staff.~~

**DUTIES AND
PERFORMANCE RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS):**

~~Duties may include, but are not limited to the following:~~

- ~~1. Perform~~ **Performs** routine office duties, including, ~~the~~ filing, and maintenance of operational records by transferring data, calculating totals and sub-totals, and compiling summaries.
- ~~2. Receive, open and route~~ **Receives, opens, routes** incoming mail.

- 3.● Operate a variety, and verifies delivery of modern office equipmentpackages from vendors.
- 4.● AnswerAnswers phone calls, provideprovides information, and routeroutes calls to the appropriate source.
- 5.● OperateOperates high-speed copiers and bindery machines.
- 6.● Set types for forms, posters, book covers, programs, etc.
- 7.● EvaluateEvaluates and reconcilereconciles invoices against purchase orders to verify relative charges.
- 8.● MaintainMaintains open purchase orders by matching purchase orders to accounts payable and preparepreparing for payment.
- 9.● CreateCreates requisitions to generate purchase orders for supplies and services, monitor budgets, and maintain records.
- 10.● AnalyzeAnalyzes and assignassigns budget codes.
- 11.● PreparePrepares and forwardforwards internal invoices for services to various districtdistricts and school programs. Follow; follows up on delinquent invoices.
- 12.● VerifyVerifies and reconcilereconciles discrepancies.
- 13.● PreparePrepares abatements and encumbrances as needed.
- 14.● OperatecomputerOperates computers and relateda variety of modern office equipmentto enter and extract data and reports, including using related software.
- 15.● OrderOrders supplies and maintainmaintains perpetual inventory and physical inventory systems.
- 16.● MaintainMaintains and organizeorganizes copier and printer supplies.
- 17.● ConductConducts a physical inventory of commodities.
- 18.● Gather, sort assemble, tabulate, check and fileGathers, sorts, assembles, tabulates, checks, and files financial and statistical data.
- 19.● CoordinateCoordinates work orders with departments and outside service companies; distributes work orders to corresponding areas of the department.
- 20.● PreparetimesheetPrepares timesheets and leave documentation and maintainmaintains employee leave records.
- 21.● ReceiveReceives all incoming printing requests and prepareprepares the requests for the correct information needed for expedited orders, including files, account numbers for billing, and administrative signatures.
- 22.● AssistAssists with the District's copier program by compiling charges for overages, billing, and creating reports.
- 23.● ExpediteExpedites service calls and assistassists end users with troubleshooting assistance.
- 24.● AssistAssists with Print Servicesprint services calendar and keepkeeps minutes of staff meetings.
- PerformAttends meetings, workshops, and training as required.

- Performs other related duties consistent as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements – Qualifications

25. 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 the scope and intent of the position disabilities to perform the essential functions.

JOB

EDUCATION, EXPERIENCE, AND LICENSING/CERTIFICATION REQUIREMENTS:

Education:

- Completion of high school or equivalency

Experience:

- Two (2) years of clerical experience
- One (1) year of experience working in a printing services environment (preferred)

Licenses, Certifications, and/or Clearance Requirements:

- Department of Justice Fingerprint Clearance
- Valid California Driver's License
- Insurability by the District's liability insurance carrier
- Tuberculosis/Drug Screen Clearance
- High school diploma or equivalency

KNOWLEDGE AND ABILITIES:

Knowledge of:

- General printing routines
- Print Services terminology and machinery
- Modern office practices and procedures
- Correct Basic math
- English usage, vocabulary, spelling, grammar, and punctuation
- Methods, practices, and terminology of bookkeeping and financial records record-keeping
- Operation and practices of office equipment and printing equipment

Ability to:

- Perform ~~records~~record- keeping and clerical work, ~~–~~office operations, and procedures
- Follow and carry out oral and written instructions
- ~~Assist and operate a wide variety of offset duplicating equipment and production Print Services equipment~~
- ~~Operate high speed copiers and modern office equipment~~
 - Type at a net corrected speed of 40 words per minute
- ~~Make arithmetical computations~~
 - Work cooperatively with those contacted in the course of work
 - Meet deadlines while working under pressure
 - Maintain customer satisfaction and loyalty; resolve complaints
 - Give recommendations, directions, and cost-efficient printing suggestions
 - Multitask and prioritize work duties
 - Work successfully in a diverse environment

WORKING CONDITIONS:

Environment:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment and print shop environment

Physical RequirementsDemands:

The physical demands described here 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.

- Sitting and walking for extended periods and occasionally standing
- ~~Fine manual dexterity~~
- ~~Near and far visual acuity, depth perception, color vision and field of vision~~
 - ReadingDexterity of hands and fingers to operate equipment
 - Seeing to read printed matter and computer screens
 - Talking, and hearing and understanding speech at a reasonable volume to communicate
- Bending, twisting, stooping, gripping, and reaching
- ~~Occasional~~Occasionally lifting and/or carryingcarry up to 75 pounds maximum

- Frequent lifting and/or carrying of objects up to 50 pounds

Hazards:

- Noise, moisture and/or humidity
- Daily exposure to high noise levels

MINIMUM QUALIFICATIONS

Experience:

- ~~Experience as an account clerk or a closely related field.~~

Education:

- ~~High school diploma or equivalent.~~

DESIRED QUALIFICATIONS

Experience:

- ~~Experience working in a printing services environment.~~

NECESSARY MATERIALS

Materials:

- ~~High school diploma or equivalent~~

- Approved: ~~2~~Electrical hazards
- Chemical hazards
- Sharp objects and tools

Original Board Approval: ~~02~~/13/1991

Revised: ~~2/102/01~~/2017; ~~12/18/2025~~