



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Publications Specialist	Communications	Publications Manager/Chief Communications Officer

<b>Position No:</b> 77632	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C20	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 11/28/17

<b>JOB GOAL</b>
To facilitate the production of various publications and documents required by the schools and district office.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High School graduate or equivalent.</li> <li>2. Knowledge of production scheduling.</li> <li>3. Knowledge of office procedures.</li> <li>4. Good keyboarding and word processing skills.</li> <li>5. Familiar with printing operations.</li> <li>6. Capable of handling responsibilities with minimum supervision.</li> <li>7. Able to interact with staff.</li> <li>8. Ability to perform the functions of the position.</li> </ol>
<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To assist walk-in customers and receive phone calls as needed.</li> <li>2. To send and receive electronic files for digital printers and for customers</li> <li>3. To make plates on the DPX 5080 digital platemaker.</li> <li>4. To assist with bindery operations as needed.</li> <li>5. To assist Xerox operations as needed.</li> <li>6. To be familiar with Microsoft Office, Adobe InDesign, and CorelDraw.</li> <li>7. To give price estimates when necessary.</li> <li>8. To prepare some jobs for printing as necessary.</li> <li>9. To process submitted orders on Print Shop Pro WebDesk</li> <li>10. To assist with keeping a working inventory of paper and forms</li> <li>11. To oversee Publications Center in the absence of Manager.</li> <li>12. To perform assigned tasks in a timely and efficient manner.</li> <li>13. To perform assigned tasks with a high standard of quality.</li> <li>14. To perform other duties as assigned by the supervisor.</li> </ol>
<b>PHYSICAL DEMAND CLASS:</b>
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.