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

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