

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

ASSISTANT PRINTER (Part-Time, Seasonal)

Minimum Qualifications:

- Proficient in the use of imaging/printing equipment as demonstrated by a minimum of one-three years of successful work and/or training experience in a commercial print shop or similar experience.
- Proficient in use of desktop publishing software including Adobe InDesign, QuarkXPress, Microsoft Word, Publisher, and PowerPoint.
- Comfortable on Windows and Mac computer platforms
- Ability to compute mathematical data accurately.
- Ability to physically manage bulk products and heavy equipment.
- Proficient in spelling, proofreading, and the correct use of grammar.
- Multitasking ability, customer-service focus and attention to detail.
- High school diploma and a satisfactory pre-employment skill test score
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Communications & Policy Coordinator

Job Objectives: To process work orders for imaging and print services

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Uses computers, digital presses/copiers, offset presses and associated equipment to produce documents. Fixes minor equipment malfunctions and contacts vendors to schedule repairs as needed.
- Monitors inventories and works with Printer to reorder supplies to maintain reliable service levels.
- Processes job orders. Monitors the operation of the imaging equipment. Checks for printing errors.

- Records completed job information (e.g., order number, date, quantity, etc.). Maintains ongoing order log throughout the year.
- Assists with paperwork to ensure proper and timely customer billing (assumes primary responsibility for working on invoices when Printer is out of the office).
- Carefully uses products and supplies to control costs and reduce waste. Seeks to recycle appropriate material whenever possible.
- Performs clerical duties related to shop services. Takes the initiative to perform routine tasks independently. Organizes and maintains a functional filing system that ensures the safe retention of printing jobs.
- Upholds board policies and follows administrative guidelines and procedures.
- Promotes a favorable image of the service center.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Keeps work materials properly stored. Complies with safety regulations and environmental laws.
- Assists with special projects as directed.
- Keeps files and supplies properly stored to maintain an orderly office.
- Periodically discards archived records as directed. Follows the records retention and disposal schedule adopted by the board.
- Takes precautions to ensure staff/student safety. Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse and neglect as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a professional demeanor.
- Strives to develop rapport and serves as positive role model for others.
- Performs other specific job-related duties as directed by Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

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