

Job Title: Print Center Operator & Mail Center Assistant
Reports to: Purchasing Manager
Work Schedule: Up to 8 hours per day, 260 days per year
Salary: Per Service Employees International Union 12-Month Employees' negotiated salary schedule

Position Summary:

The Print Center Operator & Mail Center Assistant is responsible for completion of the district's printing needs in a timely and cost efficient manner as assigned by the Lead Print Center Operator. Secondary duties include assisting the Mail Center Operator as needed.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Completion of district printing
- Follow policies and procedures for safe and efficient operation of equipment
- Program and operate a variety of printing equipment
- Operate a variety of binding and finishing equipment
- Assist in maintaining billing and charge back records for all print / mail accounts
- Assist in monitoring copy quality and work
- Assist the Mail Center Operator as needed
- Attend meetings and trainings as required
- Maintain consistent presence at assigned worksite and regular work hours
- Professionally interact with students, staff, and public
- Comply with all district policies and procedures
- Perform related duties as assigned

Desired Skills:

- Knowledge of electronic file management systems and a variety of graphic programs
- Knowledge of materials and tools and the ability to operate equipment to perform the job
- Ability to prioritize and distribute work
- Ability to operate a variety of postage/mailing equipment
- Ability to be flexible to meet the demands of the position
- Ability to convey a positive district image
- Ability to communicate effectively
- Ability to exercise independent judgment, remain flexible, and work effectively under pressure to meet deadlines
- Ability to exercise discretion and confidentiality
- Ability to communicate with others using district email system
- Ability to comfortably and safely lift, move, or carry objects in excess of forty (40) pounds
- Ability to perform physical activity in a variety of working conditions
- Ability to interpret, understand, and apply written labels, charts, and graphs to follow safety rules and regulations
- Ability to shift priorities without advance notice
- Ability to follow oral and written directions
- Ability to work safely, independently, and with sound judgment
- Ability to prepare and maintain accurate records
- Ability to function as a member of a team to complete work activities
- Ability to work with a variety of people from diverse backgrounds
- Possess strong organizational skills and ability to work as a team as well as independently
- Skills in basic math, spelling, grammar, punctuation, including letter composition skills
- Skills in working with administration, staff, and public
- Skills and proficiency in various district approved software including Microsoft Office and email

Minimum Qualifications:

- High School diploma or equivalent
- Experience and/or training with cultural, ethnic, and language diversity preferred
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act
- Completion of all district-required training within thirty (30) calendar days from hire date

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The position requires the ability to stand for long periods of time as well as physical strength and stamina. The employee is confined to a work area; required to have precise control of fingers and hand movements; experiences constant interruptions and inflexible deadlines; must be able to work at a computer monitor for prolonged periods; and must be able to crouch, crawl, bend, kneel, and lift/move objects such as files, boxes, etc. The employee is required to deal with distraught and/or angry persons. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

The Print Center Operator & Mail Center Assistant shall be evaluated periodically by the Purchasing Manager with input from Lead Print and Mail Center Operator pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the performance of the above essential job functions.

Classification History:

Job description developed January 2006.

Job description revised April 2012.