

Under the direction of an assigned supervisor, assist in the production of a variety of printed materials using high-speed digital copiers and finishing equipment; deliver finished print orders, and maintain copiers and related bindery equipment; assist in ongoing design, implementation and maintenance of the District internet/intranet website; ensures web content is current; proofread and edit content for accuracy; train staff on applicable website standards, requirements and restrictions. The incumbents in this classification assist in providing students with quality printed materials for classroom instruction and student activities and providing student with an accurate, updated presence on the web and social media which directly supports student learning.

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Any combination equivalent to: high school graduation and two years of experience operating one or more of the following: high speed digital copiers and related bindery equipment and/or managing web content and production, including webpage design, content editing, and graphic design.

Valid California Driver's License.

Maintain qualification for automobile insurance coverage.

ENVIRONMENT:

Print shop environment.

Constant interruptions.

Continuous exposure to loud noise.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Seeing to read a variety of materials and computer screen, and monitor printing operations.

Dexterity of hands and fingers to operate a variety of reprographic equipment, computer and mouse.

Sitting or standing for extended periods of time.

Regularly lift up to 50 pounds and carry, push, and/or pull heavy objects.

Bending at the waist, kneeling or crouching.

Reaching overhead, above shoulders and horizontally, to retrieve and store materials.

Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen