

**TITLE: MEDIA SERVICES TECHNICIAN**

**JOB GOAL:** Under general supervision performs a wide variety of skilled duties in the print production and reproduction of materials utilizing high speed digital printers; operates other related peripheral print shop equipment; use of graphic design equipment and software; performs production printing and other related duties as assigned.

**QUALIFICATIONS**

***Knowledge of***

1. Methods and procedures of ink based and high-speed digital printing process, including finishing and bindery operations.
2. Assembling, binding and collating of materials.
3. Correct filing, record keeping, alphabetizing, and indexing.
4. Industry standard software used in graphic and visual communications.
5. Safe operation and care of printing and related equipment assigned to the position.
6. Typical inks and paper stocks used in a full production print shop.
7. Proper English usage, reading, writing, spelling, grammar, punctuation, and math at a level necessary to perform assigned tasks.
8. Modern office methods, techniques, and procedures related to the media imaging trade.
9. Routine record keeping and statistical computation.
10. Safety rules and regulations for this position.

***Ability to***

1. Understand, learn and carry out all oral and written instructions, policies, and procedures related to this position in an independent manner.
2. Operate media/imaging equipment with speed and accuracy.
3. Operate and maintain media/imaging equipment/machines.
4. Prioritize and organize work load so as to meet established timelines/deadlines.
5. Effectively establish and maintain a variety of complex record keeping systems in connection with media imaging projects.
6. Perform mathematical calculations accurately and rapidly.
7. Apply general policies and procedures to specific situations.
8. Communicate effectively in both oral and written forms.
9. Effectively maintain a wide variety of records in connection with media imaging projects.
10. Establish and maintain effective rapport with staff, students, parents, and community members.
11. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
12. Exercise independent judgement and problem solving skills related to specific areas of responsibility.
13. Keyboard/type at a speed of forty (40) words per minute.
14. Maintain order among students using the media/imaging/computer center.
15. Read and comprehend instructional materials proficiently.
16. Work independently and maintain high standards of workmanship.
17. Work successfully with diverse groups of people.

***Training and Experience***

1. Equivalent to the completion of the twelfth (12th) grade.
2. One (1) year of full-time clerical experience having the responsibility for some operation of modern high-speed duplication equipment in production work desired. Any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. A work history demonstrating reliability and good attendance.

**REPORTS TO:** Site-level Administrator or designee

**ESSENTIAL FUNCTIONS**

1. Operate, monitor and oversee high speed digital copier equipment, perfect binders, cutters, poster printers, duplicators, and duplicator presses and other district equipment assigned to the position.
2. Coordinate and schedule work of digital reproduction equipment to ensure efficient use.
3. Monitor systems for equipment failures and errors and perform preventive maintenance and minor repairs to equipment.
4. Load equipment with selected materials for operation runs.
5. Adjust and maintain miscellaneous reprographics equipment.
6. Utilize graphics, page layout, illustrations, image editing and other software and equipment.
7. Create text and graphics materials.
8. Establish and maintain an effective working relationship with District employees and outside customers during the course of work.
9. Work with District staff to develop and design materials to meet digital output.
10. Arranges for equipment repairs with service technician and vendors.
11. Operate a variety of finishing equipment to collate, fold, punch, drill, bind, and pad printed materials, staple, tab, laminate, address, perforate, and cut, along with packaging products for shipping and storage.
12. Index and maintain inventory of production printing supplies and materials.
13. Maintain various duplication files.
14. Monitor equipment during the production process.
15. Review originals for quality and efficient reproduction methods.
16. Provide assistance as required to support all District staff in optimizing the use of the technology to accomplish their objectives
17. Answer telephone calls to assist staff.
18. Reply via email to questions from customers.
19. Drive a motor vehicle for deliveries.
20. Performs other related duties as assigned.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.

**PHYSICAL ABILITIES** (continued)

8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds up to one (1) hour per day.
9. Able to push and pull up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion.
11. Able to operate office machines and audio-visual machines and equipment in a safe and effective manner.
12. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.*

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.

**TERMS OF EMPLOYMENT:** 200-day work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the site administrator or his/her designee.

Approved by: Board of Education Date: September 8, 2016

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**