



City of Tempe

PRINT PRODUCTION SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	079	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$17.022596
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$22.980769
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Mail Operations Clerk
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Administrative Support

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direct supervision from the IT Training & Print Shop Services Supervisor and technical and functional work direction from the Print Production Lead.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of computerized high-speed printing machine experience.
<i>Education:</i>	Equivalent to completion of the twelfth grade.
<i>License / Certification:</i>	<ul style="list-style-type: none"> Must possess and maintain a valid driver’s license. Requires the possession of, or required to obtain within six months of hire, a valid Arizona forklift operator’s certificate.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of technical duties in the operation of the City's reprographics center.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Program and operate high volume digital print machines for job setting and digital color saturation capable of turning electronic files into paper output.
- Operate the following industry standard printing software to program print jobs on printing computers: Command Workstation managing color software / hardware computer machine; Print Mail software for variable data application and additional software like Fiery, Impose, Colorwise and Adobe Acrobat Pro.
- Monitor and verify successful execution of batch files utilizing multiple automated job scheduled for city billing.
- Program and adjust printing computers, regulating factors such as digital color management, ink flow, number of copies and additional print customizations as needed.
- Follow quality control standards by Print & Mail Services guidelines checking samples and finished work.
- Identify and evaluate hardware and software problems for printing and postal computer systems; assisting ITD staff and/or outside vendor with problem resolution.
- Familiar with digital Color Build adjustment for RGB and CMYK.
- Update digital inventory control system as needed to ensure accurate inventory counts and costs.
- Prepare customer billing by logging work orders, charging prints and binding fees and transferring monthly reports to appropriate people.
- Operate collator, folding machine, envelope inserter, copier, mailing machine, cutting and binding equipment, padding press, spiral cutter and related equipment; maintain machines and make minor repairs or adjustments.
- Maintain computer supplies such as toner, cartridges, printer ribbons and dry ink; assist users in selecting appropriate supplies.
- Stack and distribute finished printed materials. Maintain digital inventory control system with cost and inventory updates to ensure accurate inventory accounting.
- Receive, store, charge back and distribute office supplies to City departments.
- Assist customers via email, phone calls and walk-ups consulting on print projects and progress and mail and cost estimates.
- Collect, sort, weigh and meter outgoing mail; pick up and deliver intra-city mail; monitor postage meter usage to maintain adequate postage balance
- Receive and process surplus property; use a forklift to remove surplus property from vehicles and organize on pallets.
- Other duties related to the core functions of this classification.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects (up to 50 lbs.)

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i> <i>Revised August 1991</i> <i>Revised May 2001 (Update qualifications & supervisor)</i> <i>Revised June 2004 (Add warehouse and forklift responsibilities)</i></p>