



City of Tempe

PREPRESS PRINT SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	565	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$18.319088
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$24.730769
<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> Technician

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>	Minimum of one year of experience in printing and/or graphic design with the operation of a computerized typesetting/desktop publishing system or related equipment.
<i>Education:</i>	Equivalent to a Bachelor’s degree from an accredited college or university with major course work in Graphic Information Technology or a degree related to the core functions of this position.
<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.
- Ensure that the proper format, appearance, and layout of text and images is set before the full print run is completed.
- Perform edits on previously designed graphics and print layout.
- Printing as it applies to graphic design production including color separations, prepress file preparation, scanning and quality control.
- Frequent customer interaction; ability to understand and advise customers with printing and graphics; assist with planning and executing the layout and design of files including forms, brochures, newsletters, manuals, annual reports, charts, novelty items, fliers, print ads, logos, signage, business materials, graphics and/or mailings.
- Knowledge of a variety of large format substrates, materials and supplies of the printing trade.
- Apply printed graphics such as window clings, floor graphics, banners, decals, and other signage.
- Program and operate high volume digital print machines for job setting and digital color saturation capable of turning electronic files into paper output.
- Operate and maintain large format printer, cutter and laminator. Knowledge of proper color and paper profile usage to ensure correct printing output.
- Operate industry standard printing software to program print jobs.
- Cutting, weeding, and preparation of vinyl lettering and logos for Fleet decals. Knowledge of proper application techniques.
- Monitor and verify successful execution of batch files utilizing multiple automated jobs.
- 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.
- 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 folding machine, laminator, envelope inserter, copier, mailing machine, cutting and binding equipment, padding press, spiral cutter and related equipment; maintain machines and make minor repairs or adjustments.
- Alert Lead of low printing supplies such as toner cartridges and waste containers; assist users in selecting appropriate supplies.
- Stack, package and distribute finished printed materials to City departments.

- Assist customers via email, phone calls and walk-ups consulting on print projects and progress and mail and cost estimates.
- Knowledge of Mail Operation Clerk position. Must have the ability to fill in for the Mail Operations Clerk. Active knowledge of daily intra-city mail run, city departments, mail codes, and the metering processes.
- Collect, sort, weigh and meter outgoing mail; pick up and deliver intra-city mail; monitor postage meter usage to maintain adequate postage balance. Active knowledge of USPS mail classes and their qualifications.
- Knowledge of USPS Mailing Requirements for postcards, letters, flats and packages; ensuring print and mailing projects follow the required design guidelines.
- Receive and process surplus property; use a forklift to remove surplus property from vehicles and organize on pallets. Track and monitor incoming/outgoing surplus through the use of spreadsheets and Microsoft Excel. Manage and update Surplus Exchange to reflect current inventory.
- 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.);
- Move heavy objects such as pallets of paper, surplus property, finished print production jobs with forklift, dolly, etc.;
- Operate city vehicles;
- Operate city equipment (i.e. print production printers, large format printer, cutter, folder, laminator, mail meter, forklift, pallet jack, and binding equipment, etc.).
- Climb stairways, ladders, and work on elevated structures;
- Operates computers, calculators and other office machines (i.e. PC controlling print production, large format and contour cutting);
- Work out-of-doors in inclement weather;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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
<i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies		

JOB DESCRIPTION HISTORY
<i>Effective January 2018</i>