

MAJOR FUNCTION

This is responsible technical work reproducing a variety of materials using complex technological processes with a minimum of supervision. Work includes interfacing microcomputer-based documents with reproduction equipment and operating imaging, reproduction, and duplication equipment to produce multiple images of booklets, agendas, reports, forms, regulations, letters, graphs, maps, charts, illustrations and other miscellaneous documents, some of which are electronically received via the city-wide microcomputer network. Manages records and files of reproduction activity and prepares information necessary to determine and allocate user charges. Work is performed under general supervision.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Operates a multi-functional document reproduction center in response to customer demands for multiple copies of general and special printed materials and inspects documents forwarded via the city network for clarity, proper formatting, and pixel size to ensure interface is working property. Receives imaging, reproduction and duplication orders (via microcomputer interface and hard copy), inspects and prepares documents for proper formatting, schedules orders and completes tasks in accordance with customer specifications. Advises/coordinates with department(s) to identify end-product needs and selects the most effective and efficient processes for task completion, in accordance with the agreed upon specification. Prepares imaging, reproduction and ancillary machines to produce work such as duplexing, collating, reduction, hole punching or binding as required. Determines paper weight and quality and loads it into specialty trays, consistent with work order requirements. Examines work for correct quality and quantity. Keeps records of work orders and work performed for departmental billings. Records production date on work orders and daily report. Maintains records of supplies used by all copiers, such as paper, dry ink, toner, developer and fuser. Develops and assists in administering an equipment maintenance program, including operator responsibilities, preventive maintenance requirements, and repair service criteria for equipment service suppliers. Reads output data from remote copiers for inclusion in reproduction report. Enters reproduction requests and auditor information into PeopleSoft for reproduction report. Orders materials as necessary. Maintains equipment in good working order for all reproduction units and calls service technician as required. Reproduces blueprints and sepia on ozalid equipment. Maintains related supplies. Performs related work as required.

Other Important Duties

Distributes supplies to city employees. Maintains inventory stock counts. Reviews new equipment and technology, and make recommendations to supervisor for upgrading operations. Participates in training or developmental opportunities as scheduled by supervisor. Performs related work as required

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of copiers, duplicators, papers, chemicals and other supplies used in general and special imaging, duplicating and blueprint reproduction. Knowledge of the limitations, adaptability and general duplicating characteristics of various types of masters. Ability to maintain routine records and to submit simple reports. Ability to carry out oral and written instructions. Ability to communicate with customers in a manner conducive to successful job performance. Ability to work under pressure within imposed deadlines. Ability to troubleshoot equipment malfunctions. Skill in the operation of equipment used in job performance, including microcomputers and the related programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate, or graduation from vocational school and two years of experience operating document imaging or reproduction equipment; or an equivalent combination of training and experience.

Established: 03-07-83

Revised: 02-09-90

07-22-03

04-22-04*

07-23-11*