



Job Title	Digital Imaging Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	15311

Class Specification – Digital Imaging Technician

Summary Statement:	
<p>The purpose of this position is to facilitate the preproduction, production, binding, and delivery of high quality printed materials from electronic or hard copy originals in a timely, professional, and cost effective manner. This is accomplished by operating of the color press and high speed digital presses; meeting with customers to address their printing concerns, security issues, deadlines, and turn around expectations; performing binding on various equipment; coordinating the best delivery method for the type of job printed; staying current with industry standards for software and hardware; communicating with supervisor; and managing multiple tasks with frequent interruption. Other duties include installing of fonts and software needed for workflow; maintaining the database and ensuring updates and backups; and performing mail room functions to include mail metering and delivering.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Operate production by importing or scanning the job into free flow, for manipulating, programming, and reviewing; printing a proof, adjusting as needed, re-proofing, and print; and observing jobs to assuring consistent copy quality throughout the job run.
20%	Operate preproduction by performing scheduled maintenance on each system; manipulating digitally color calibration set-up; adding new stocks to the material database; and contacting customer with questions.
20%	Operate postproduction and bindery by saving and maintaining standard naming conventions of printing projects and coordinating with the other operators; removing paper and returning to storage area; and performing bindery on printed products.
10%	Performs other office services duties by running the Neopost postage machines; delivering mail; assisting customers; scanning jobs to PDF files and converting them to word; burning files to CD; and monitoring the bookstore and replacing low stock.



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10%	Specialized tasks and assists co-workers with mail room duties, bindery operations, shelving paper, delivery of printed material from vendor; and maintaining the bookstore.
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Competencies Required:
Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
Education: Equivalent to completion of the twelfth grade (high school diploma or GED) supplemented by additional specialized training in reprographics technology or graphic arts.
Experience: Three years of full-time experience in reprographics and/or graphics art.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
Certifications required in accordance with standards established by departmental policy.



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Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title has no budgetary/ fiscal responsibility.

Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Continuously
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, hand tools, printer, punching system, laminator/cutter, press, drill press, pallet jack, and color calibration tool.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2014