

SECTION 310-L COPY CENTER SPECIALIST

Job Description

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. **Education and/or Experience:** High School diploma. Ability to rapidly and accurately produce copy jobs. Prior successful experience working in a school setting, related work and successful supervisory experience preferred.
2. **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescents.
3. **Language Skills:** Ability to communicate fluently, verbally and in writing in English. Ability to respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
4. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
5. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
6. **Computer Skills:** Working knowledge of computer usage and ability to use database software, accounting software, internet software, e-mail, word processing software. Ability to proficiently use the following programs strongly preferred: MS Word and Excel. Ability to type accurately and proficiently.
7. **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, and others including vendor. Ability to exercise good judgment and work in an environment with constant interruptions.
8. **Certificates, Licenses, Registrations:** Certificates as determined by the District including, a valid WI Driver License and ability to obtain a valid CPR/First Aid card.

REPORTS TO: Director of Business Operations

GENERAL RESPONSIBILITIES:

The Copy Center Personnel ensures the timely and accurate reproduction of printed materials; advises, coordinates and prioritizes production of work orders, understands copyright regulations; distributes work assignments to the student assistant; maintains accurate and complete copying records; calls for equipment repair; maintains supply inventory and resolves customer service issues for the Copy Center; coordinate all activities in the Copy Center; oversee all aspects of production and customer service; maintain high volume equipment; supervise student assistant(s); handle daily work pressures; requires constant concentration to a high volume of work which must be completed within a limited period of time and perform related work as required.

ESSENTIAL FUNCTIONS:

1. Operate all equipment related to the copying and finishing processes, including pickup and delivery of materials.
2. Acts as primary customer services contact for Copy Center; explains policies and procedures and resolves issues related to Copy Center services.
3. Develops and implements procedures for Copy Center; provides input on changes in departmental policies, procedures and equipment acquisition.
4. Responsible for oversight of instructional and administrative materials produced at the Copy Center and ensures quality control for completed orders.
5. Responsible for compliance with applicable copyright laws; screens material presented for copying to assure compliance and advises staff as necessary.
6. Coordinates all work order requests for Copy Center, schedules and prioritizes work assignments among Copy Center assistant(s) so all jobs are completed on time within specifications.
7. Maintains records and spreadsheets; and provides monthly reports to supervisor.
8. Routes work orders to appropriate multi-campus departmental locations.
9. Orders, inventories and maintains supplies.
10. Develops and coordinates paper and plastics recycling programs for work area.
11. Adhere to all school district policies, procedures and safety standards.
12. Reconciles district copier counts for the purpose of maintaining accurate records.
13. Clean and perform maintenance on copy equipment; identifying equipment problems, performing minor repairs to equipment or arranging or repair service; operates high volume equipment.
14. Supervises, trains and directs the work of Copy Center student assistants.
15. Duplicate materials per staff requests.
16. Train assistant(s).
17. Coordinate UPS Deliveries.
18. Perform other responsibilities as assigned by the Business Administrator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and/or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and color vision. The employee must be able to work safely in an environment containing

chemicals, toner dust, vapors and moderate/high noise levels using personal protective safety measures.

ABILITY TO:

Operate and maintain high volume equipment; learn new procedures and the operation of new equipment quickly; work independently with a minimum of supervision; follow and give oral and written instructions; train and supervise student assistant(s); maintain effective working relationships; interact with the staff/public in a helpful, courteous and friendly manner; demonstrate sensitivity to, and respect for, a diverse population; be flexible; problem solve; meet deadlines and schedules, set priorities, displaying mechanical aptitude; work with interruptions; work a flexible schedule; rapidly and accurately produce copy jobs; and handle varying levels of stress; self-motivation.

KNOWLEDGE OF:

Operation and maintenance of high volume printing equipment; ink, paper stock and chemicals used, their characteristics, uses and limitations; health and safety regulations in relation to the use of equipment and chemicals; operation of personal computer software programs including word processing and spreadsheet tools; effective public relations; principles of office management; ability to perform basic math; understand written procedure and equipment manuals; speak clearly; understand multi-step written and oral instructions.

First Reading – August 13, 2012
Second Reading and Approved – September 10, 2012