YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: REPROGRAPHICS/PURCHASING TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, organize and plan the day-to-day activities of the copy center; assure quality and timely delivery of printed materials; perform activities related to the purchase, stocking, and receipt of supplies, and the operation of copy center equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and plan the day-to-day functions of the Copy Center; assure quality and timely delivery of printed materials; perform activities related to the purchase, stocking, and receipt of office supplies, and the operation of copy center equipment.

Establish work schedules; assign priorities and appropriate processes of incoming work orders; complete print work and distribution order requests; assure timely completion of work orders.

Maintain billing records for Copy Center and the purchasing of supplies; distribute purchasing supply requests; maintain balance and operation of postage meters.

Duplicate, collate, and distribute printed materials; print and maintain office letterhead stationary; maintain business office, Special Education Local Plan Area (SELPA) and other forms.

Maintain a variety of files and records for information related to the assigned office; sort and file information according to alphabetical, numerical, and chronological filing systems; review documents and records for accuracy; provide monthly reports related to Copy Center postage and purchasing activities.

Provide sale of postage stamps and pre-stamped envelopes to staff and departments; provide monthly reports for copy center, postage and purchasing.

Serve as the key operator for the Copy Center equipment.

Provide training to staff and departments relative to copy equipment.

Receive, open, review, sort, date stamp, and distribute office mail.

Operate standard office machines and equipment including computers, typewriters, printers, copiers, calculators, FAX machines, shredders, and other related equipment; provide equipment maintenance; develop and produce special forms, brochures and newsletters as requested.

Assist staff in the operations of Copy Center equipment.

Troubleshoot and repair in-house color copiers and other electronic and non-electronic equipment; order toner for printers and color copiers.

Communicate with equipment service and vendor representatives and maintain records on progress and completion of repairs.

Participate in maintaining supply levels; order necessary supplies and parts.

Record incoming parcels and common carrier merchandise; distribute packages or freight to proper department and obtain signature of delivery; assist in logging of packages to be shipped out.

Complete paperwork/processes for fixed asset system.

OTHER DUTIES:
Attend and participate in staff meetings and in-service activities; attend workshops, maintain current knowledge of technological advances in the field.

Prepare necessary information for fixed asset forms; distribute to appropriate department; attach fixed asset stickers on furniture, equipment and other related items.

Make recommendations related to increasing the efficiency of operations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Operations and activities of a duplicating or printing services department.
Modern office practices, procedures and equipment.
Health and safety regulations.
Record-keeping techniques.
Interpersonal relations skills using tact, patience and courtesy.
Inventory methods and practices.
Operation of a computer and assigned software.

ABILITY TO:
Organize and plan the day-to-day functions of the Copy Center.
Establish work schedules; assign priorities and appropriate processes of incoming work orders.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Make arithmetic calculations quickly and accurately.
Establish and maintain effective working relationships with others.
Order and maintain stock and equipment.
Work independently with little direction.
Operate, service and make minor repairs on Copy Center equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Copy Center environment.
Noise from equipment operation.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Lifting, carrying, pushing or pulling moderately heavy objects up to 50 pounds.
Standing for extended periods of time.
Reach overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate Copy Center equipment.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching.

HAZARDS:
Chemical fumes.