

Winnefox Library System Position Description

Position: Printing Assistant
Part-time, non-exempt position

Date: January 29, 2014

General Purpose: Under the supervision of the graphic artist, the employee will perform graphic art work of limited complexity and variety. Work consists primarily of duplication of printing requests, and related work as required.

After being trained in the use and maintenance of the equipment, the printing Assistant may operate the computer workstation, digital duplicator, folders, staplers and trimmer (employee must be 18 or older to operate the trimmer)

Materials produced are an important part of the public's awareness of libraries. Therefore, careful attention to detail, and error free and neat work is required.

Supervisor: Graphic Artist

Salary Matrix Level: XA

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty / Responsibility	Performance Standards
Project Execution	
Assist in the completion of printing requests and other jobs as assigned by the Graphic Artist.	Print projects are completed correctly and on time.
Assist in the maintenance of graphic art equipment.	Equipment is maintained properly. Graphic Artist is notified of any problems or malfunctions.
Assist in the maintenance of graphic art supplies and materials.	Accurate records of supplies and materials are kept. Graphic Artist is notified when inventory falls below required levels.
Assist in maintaining statistical records of work completed.	Statistical information is correctly and promptly recorded.
Perform other related work as required.	

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to operate duplicator or copier equipment.
- Ability to operate trimmer, collators, folders, staplers, and other bindery equipment.
- Ability to make accurate visual adjustments when aligning and registering layouts.
- Some knowledge of necessary maintenance requirements for duplicator, copier or bindery equipment.
- Some mechanical ability to use hand tools required for equipment maintenance and cleaning.
- Ability to perform lifting required to maintain paper stock.
- Ability to maintain written and computer records and make operating reports.
- Ability to communicate effectively with staff and maintain effective working relationships.
- Ability to maintain a regular work schedule.
- Communication Skills: effectively communicate ideas and information both in written and oral form.
- Reading Ability: effectively read and understand information contained in memoranda, reports, printing request forms, bulletins, etc.
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form.
- Trouble-Shooting Skills: identify equipment problems, review possible corrective adjustments or tests; refer problems to supervisor when necessary.
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction multiplication and division).
- Time Management: set priorities in order to meet assignment deadlines and task schedules.

EDUCATION AND EXPERIENCE

- High school diploma or GED.
- Experience operating duplicating equipment.
- Basic computer skills. Willing to learn printer interfaces and print record-keeping software.

TOOLS AND EQUIPMENT USED

Digital duplicator, color copier, paper trimmer, paper cutter, collator, folder, saddle-stapler, hand tools for equipment maintenance, computer, calculator, telephone.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stoop, stand, bend, twist, push and pull. Job requires employee to be able to push carts weighing up to 80 pounds and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

Typical office environment. Print shop requires some work in confined spaces.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.