

JOB TITLE  
DIGITAL PRINT TECHNICIAN

DIVISION  
ADMINISTRATION

REPORTS TO  
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE  
IA, GRADE 7

LENGTH OF WORK YEAR  
260 DAYS

DATE  
SEPTEMBER 14, 2009

SCOPE OF RESPONSIBILITIES

Assumes responsibility for management and operation of digital copy production equipment to scan, merge, and produce high-quality documents and coordinates the operations of computer-to-plate technology.

PERFORMANCE RESPONSIBILITIES

1. Manages digital presses and high-speed copy production equipment to print, scan, merge, copy, and bind documents.
2. Manipulates electronic data files for variable-data printing output.
3. Manages job queues, determines correct production equipment to use, and releases jobs to appropriate queues.
4. Determines most cost-effective and timely production of jobs using digital presses and high-speed, digital copiers.
5. Works in conjunction with graphic designers to ensure a quality product that meets client expectations.
6. Manages and maintains electronic file storage.
7. Maintains and coordinates the operations of the computer-to-plate equipment and troubleshoots electronic files received for output.
8. Maintains inventory and supplies for digital print production.
9. Performs routine daily maintenance on digital presses and digital copiers and troubleshoots quality issues.
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires bending, squatting, climbing and reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, noise, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Detail-oriented and above-average computer skills
3. Experience with computer-to-plate technology
4. Working knowledge of digital formats as relates to the printing industry
5. Excellent customer service skills

DESIRABLE QUALIFICATIONS

1. Post-secondary education in graphics related area
2. Knowledge and operation of high-speed printing/copying equipment
3. Knowledge of variable data printing and database technologies
4. Mechanical aptitude

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