

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Printing Technician	<u>CLASS NUMBER:</u> 30601	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFCSME	<u>PAY GRADE:</u> A1	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 5:00 AM – 1:30 PM	<u>SUPERVISOR (PCN):</u> Print Shop Supervisor (023000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Printing Technician is to coordinate the printing of forms documents and other materials for the county, including processing and tracking printing requests, operating printing equipment, designing graphics, and maintaining supplies.

JOB DUTIES:

Process and track printing requests and work orders. Provide information, advice and direction regarding art requirements and printing services to agency and department personnel. Determine whether materials can be produced in-house or should be out-sourced and schedules each order. Provide cost estimates and related reports. Prepare and submit detailed work orders to print shop staff or bid specifications to vendors as needed. Monitor the progress of all in-house and out-sourced printing requests. Keep computer records and master calendar of all jobs in progress, including employee or vendor responsible for job, job details and estimated completion date. Process purchase orders for completed jobs.

Set up and operate a variety of printing equipment to complete in-house orders, including bindery equipment, plate maker, printer, printing press, etc. Ensure jobs are completed according to the specifications of the requesting department. Package all completed jobs for delivery. Create, design, typeset, and prepare artwork for forms, brochures, business cards, etc. Create or edit existing graphics or photographs to conform to job specifications. Provide information, advice and direction regarding graphic art design, layout or other issues. Utilize a variety of source files to create and design print ready graphics and submit proofs for approval. Maintain files of artwork and designs.

Maintain inventory of supplies and equipment, including paper stock, padding and binding supplies, toner, developer, staples and other office supplies. Ensure availability of adequate supplies to complete work activities. Prepare and forward purchase requisitions or purchase orders for needed supplies and equipment. Receive, distribute, or stock incoming shipments of supplies and equipment. Assist in year-end inventory activities. Maintain related documentation and database. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; safety practices; agency policy and procedures. Skill in equipment operation. Ability to interpret variety of instructions in written, oral, picture or schedule form; calculate fractions, decimals and percentages; copy records precisely without error; complete routine forms; maintain accurate records; originate and/or edit articles for publication; sort items into categories according to established methods; cooperate with co-workers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED, experience in printing production and graphics technology is preferred but not required.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date