

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Materials Lab Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9670	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 49 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-17-04
		HR REVISION:	06-06-12

BASIC FUNCTION:

Perform technical, specialized duties in the day-to-day operation of the Materials Development Lab; operate and maintain specialized equipment used in the development of instructional materials.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Operate digital and color copiers, laminators, risographs, enlargement machines, binding machines, paper cutters, and other related equipment used in the lab; utilize computer software programs to design and typeset a wide variety of documents, forms, and flyers. **E**

Assist teachers, parents, and district staff in the use of lab equipment and materials; make suggestions regarding development of creative instructional materials for use in the classroom. **E**

Receive and review incoming job orders; plan, organize, prioritize, and schedule reproducing and printing work; estimate cost of materials and labor according to established procedures. **E**

Communicate with district personnel and departments to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding design, format, and scheduling of special printing work; confer with district personnel regarding reproduction and printing needs. **E**

Initiate, compile, and prepare daily and monthly reports of lab usage and submit for billing; order all supplies and equipment including inks, toners, papers, and replacements parts. **E**

Prepare, finalize, and distribute all lab schedules and routine correspondence concerning lab usage and procedures; train and provide work direction to others. **E**

Operate, program, repair, and maintain a wide variety of machines used in the lab to ensure maximum efficiency and productivity; initiate and prepare equipment renewal maintenance agreements. **E**

Receive and stock inventory of materials and supplies; unload paper supplies, and rotate stock; maintain inventory according to established guidelines; check out, clean, and maintain media equipment, including overhead projectors and audiovisual screens. **E**

Operate a paper-cutting machine to trim and cut large paper stock to appropriate size and dimensions; collate, assemble, hole punch, bind, staple, and package reproduced materials. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Perform heavy lifting, carrying, pushing, and pulling of packages, boxes, equipment, completed print jobs, and pallets of supplies; operate a vehicle to conduct work. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years experience in microcomputer operation and materials lab production.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide proof of insurance; employee entrance evaluation (lifting test). Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, processes, and equipment used in digital and color copiers.
 Operation of digital and color print copiers and other related equipment.
 Inks, toner, and paper stock used in printing.
 District policies and procedures related to assigned duties.
 Record keeping techniques.
 Operation of a computer, related software, audiovisual equipment, and standard office equipment.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Oral and written communication skills.
 Interpersonal skills using tact, patience, and courtesy.
 Principles and practices of providing work direction and guidance to others.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Repair, program, and maintain a wide variety of machinery related to assigned duties.
 Produce quality printed work according to established production standards.
 Maintain records and prepare reports.
 Communicate effectively, both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Complete work with many interruptions.
 Operate a computer, related software, audiovisual equipment, and standard office equipment.
 Work independently with little direction.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Lift, carry, push, and pull heavy packages, boxes, equipment, completed print jobs, and pallets of supplies.
 Train and provide work direction to others.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Materials lab environment; subject to noise from equipment operation, and fumes from ink and cleaning compounds; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve and store files and supplies; hear and speak to exchange information; see to read, prepare, and proofread documents related to assigned activities and view a computer monitor; lift, carry, push, and pull heavy packages, equipment, boxes, completed print jobs, and pallets of supplies.

SAMPLE HAZARDS:

Exposure to chemical fumes and chemicals/solvents on hands; heat from laminating machines; cuts from paper and paper cutters.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date