

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Materials Lab and Mail Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9877	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 52 Salary Schedule C
REPORTS TO:	Purchasing Manager	BOARD APPROVAL:	06-17-04
		HR REVISION:	06-06-12
		HR REVISION:	07-21-23
		CABINET APPROVAL:	09-05-23

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. Perform duties in the operation of the Mailroom; collect, sort, collate and distribute U.S. and interoffice mail within the District office and adjoining departments; prepare outgoing interoffice mail to central warehouse; meter outgoing U.S. mail and deliver to Post Office.

DISTINGUISHING CHARACTERISTICS:

The Materials Lab and Mail Technician classification operates duplication and photocopy equipment, and performs other finishing work as directed and in-district and U.S. mail-processing activities. Incumbents in the Print Shop Technician II classification operate digital high-speed printing equipment and offset presses requiring specialized training in press operation and technical computerized equipment, including multi-color registration.

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, folder-sealer machine, poster printers, 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**

Operate, program, maintain, and troubleshoot high performance mail metering machine. Process and weigh various classes and certified mail to ensure proper postage is applied; submit department postage meter billing charges; maintains records of receipts, and other required information; replenishes postage on the postage meter as needed.

Communicate and assist district staff and departments in the planning of time sensitive and bulk mailings; perform mail collection and distribution rounds to district office and adjoining departments; keep current with USPS postage rates.

Collect, sort, and distribute inter-office and U.S. mail for the central mail section; coordinate the time schedule for pick-up and delivery of mail; count out and distribute administrative circulars and bulletins; communicate to district personnel the U.S. Postal and district mailing rules and regulations, and act as a liaison with district sites.

Bundle and bag outgoing mail; load and unload route mail, boxes, and equipment, and transport to central receiving for pickup; load bags onto mail cart; move to destination and unload; operate postage meter and scale; calculate mailing costs by location; record certified, registered, and insured U.S. mail; and prepare charge slips based upon weight, destination, and class; keep abreast of U.S. Postal Regulations.

Prepare metered, stamped, box and flat, periodicals, and bulk mailing; redirect metered mail; fill out required documents for mailing services pick-up.

Provide minor maintenance and repair to district postal machine to minimize downtime; maintain a positive balance of district postal meter machine.

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 Microsoft Office software programs, and materials lab production equipment and skills.

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.
- Operation of high performance postage meter machine
- Inks, toner, and paper stock used in printing.
- District policies and procedures related to assigned duties.
- USPS 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.
- Be organized and efficient.
- 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.

Mailroom environment; subject to high volume incoming and outgoing mail; noise from equipment operation; standing for a period of time; drive a vehicle to conduct work.

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.

Former Classification: Materials Lab Technician