



Job Specification

Job Title: Digital Printing Technician
BCAT Code: 603X BR
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

Job Description

Provides shift supervision for the 24 hour operations of the Network Operations Center. This includes monitoring and correcting problems that occur in the centralized network.

Job Duties/Responsibilities

- Plans and executes digital print services.
- Develops and produces marketing information.
- Serves as system administrator for digital print services.
- Designs production operations and coordinates with Network Operating Center supervisor in scheduling and finishing operations.
- Designs, produces, and finishes custom print requests.
- Provides training to Network Operating Center personnel.
- Serves as subject-matter-expert on digital printing.
- Performs other digital media duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of major digital printing equipment (Sharp, Xerox, Rioch, etc).
- Knowledge of computer operation and software (spreadsheets, word processors, presentations, graphic design, and databases).
- Ability to multi-task, pay attention to detail, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively both orally and in writing.

Minimum Hiring Standards

Bachelor's degree and three years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.