

**FLINT COMMUNITY SCHOOLS
AN EQUAL OPPORTUNITY**

Posting Dates: July 15, 2010 – Until Filled

TITLE: Printing Services Press Operator

Location: Administration Building, 923 East Kearsley Street, Flint, Michigan 48503-1974

An online application, which can be accessed from our website (www.flintschools.org), is required for all positions. In addition, for all administrative, professional, technical and executive secretarial level positions, applicants must submit a signed letter of application, up-to-date resume', copy of transcripts, and three signed professional letters of recommendation. All letters cannot be older than 18 months. These documents must be scanned and uploaded through the online application process.

Current employees should follow bidding or transfer procedures as set forth within their master contracts, if applicable.

SPECIAL NOTICE:

Your application is not complete until all documents are signed and submitted. Incomplete applications will not be considered for employment.

QUALIFICATIONS:

Education: High School Graduate;
DocuTech Production Publisher Operator Training (Xerox Corporation)

Skills:

- Thorough understanding of current electronic printing formats
- Knowledgeable in the use of Microsoft Office Suite applications
- Understands current scan-to-network and imaging methods
- Familiar with Adobe publishing products
- Ability to operate Xerox DocuSP Production and Finishing System
- Ability to operate Xerox DocuTech 180 HLC Production Publisher
- Ability to operate Xerox DocuColor 7000 Production Publisher
- Ability to operate Xerox WorkCentre Pro Production Copier/Printer
- Ability to operate various duplicating and assembling machines (collator, stitcher, binder, folder, power cutter, drill machine, etc.)

Experience:

- Minimum of two years on Xerox DocuTech using DocuSP Finishing System
- Minimum of two years on finishing and binding.

TITLE: Printing Services Press Operator

Other Requirements:

Newly hired employees must satisfactorily pass: 1) physical examination by a medical doctor; 2) police clearance; 3) reference check, including digital fingerprinting; and 4) 5-panel drug test. Must comply with Student Safety Initiative Legislation, as amended.

To perform this job successfully an individual must be able to perform each essential function satisfactorily. The essential functions listed are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO: Director of MIS

TERMS OF EMPLOYMENT: Grade 6, 261 Days; 40 Hours per week; beginning salary \$547.00 per week.

ESSENTIAL FUNCTIONS:

- Performs skilled work under assignment from supervisor; work assignments involve extensive use of high speed duplicators.
- Work on a flexible schedule that may require work at times other than the established 40-hour work week.
- Required to complete a job from beginning to end (printing, binding, etc.)
- Responsible for ordering all resources required to complete the job.
- Must be able to give customers direction to help determine best materials for use in completion of jobs.
- Responsible for assisting customers with all aspects of any incoming job (Ex: Job setup, work order form completion, determining correct paper weight to use; explaining different bindery techniques, etc.)
- Responsible for placing service calls and ensuring machines are properly repaired if a breakdown occurs.

The information contained in this job description is not an exhaustive list of the duties performed for this position. Other duties within the classification and the physical demands of the job may be assigned.

PHYSICAL DEMANDS:

Medium Work (See U.S. Department of Labor Guidelines)

EVALUATION:

Performance of this position will be evaluated annually under the provisions of the Secretary/Clerical Master Contract

TITLE: Printing Services Press Operator

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Statement of Assurance of Compliance with Federal Laws

It is the policy of the Flint Community Schools not to discriminate on the basis of color, national origin, age, gender, height, weight, disability, religion, or marital status in any of its programs, activities, or employment. Inquiries should be addressed to the:

Executive Director of Human Resources/Legal Affairs • 923 E. Kearsley St.,
Flint, Michigan 48503-1974 • (810) 760-1124.

Translation services are available upon request, please call 760-6770

خدمات ترجمة متوفرة تحت الطلب. الرجاء أن تتصلوا على رقم الهاتف 760 - 6770

**Ponemos a sus órdenes el servicio de traducción. Las personas
interesadas, favor de llamarnos al 760-6770**

設有翻譯服務, 祇要提出要求, 請電760-6770.