



Job Title: Secretary - Production Center
Department: Technology & Media Department
Reports To: District Production Support Technician
FLSA Status: Non Exempt
Salary Schedule: SC lane 06

SUMMARY

Assists the District Production Support Technician in greeting customers, answering questions, receiving money, processing credit transactions, and operating one or more of a variety of office machines, such as photocopying, photographic, and duplicating machines, or other office machines in the District Production Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Greets and assists scheduled and unscheduled patrons.

Operates various types of office equipment including computers, copy machines, binding machines, paper folding machine and hydraulic paper cutter.

Performs simple diagnosis of malfunctioning equipment (power on, cords plugged in, etc.) and performs minor maintenance and repair of office machines and copiers.

Assists patrons in the proper use and safety of various equipment in the District Production Center. Helps maintain and supervise the District Production Center workroom.

Enforces District Production Center rules and operating procedures.

Ensures all media materials and equipment are kept clean and in good repair including equipment available for checkout.

Schedules use of equipment by teachers and District personnel.

Promotes and encourages the use of the District Production Center by teachers and District personnel.

Stocks supplies in the District Production Center for use in the facility or sales to schools and patrons.

Manages and processes printing requests from teachers and District personnel, including manipulating files using Adobe Illustrator.

Manages and maintains completed project inventory data.

Collects payment or records billing charges for all projects completed.

Prepares end of month billing and sales reports with information generated from the Square account.

Assists with consumable inventory ensuring adequate supply of materials needed to process orders. Also, assists in maintaining inventory of fixed assets.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to operate office machines, perform routine record keeping functions, and establish and maintain effective working relationships with co-workers, teachers, students, and the public preferred.

Knowledge of and ability to use simple hand and light mechanical tools.

Knowledge of and ability to use a hydraulic paper cutter, mat cutter, Cricut cutting machine, coil binding machine, electric paper folder, disc duplication equipment, and laminator.

Knowledge of and ability to manipulate images using Adobe Illustrator.

Knowledge of and ability to prepare documents using Microsoft Excel including monthly billing and sales reports.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to meet and interact with teachers and students with tact, courtesy, and discretion.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to work independently at routine tasks.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Previous experience in a media center setting is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel. The employee frequently is required to sit, stand, walk, and reach with hands

and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level of the work environment is usually quiet.

Prepared By: Technology & Media Director II		Date: 7/3/2012	
Approved By: Human Resources Director		Date: 7/5/2012	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 10/26/2015
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Director of Operations & Security	Date: 08/10/2022
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
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