



City of Tempe

PRINT PRODUCTION OPERATOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	132	<i>Department:</i>	Information Technology
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Mail Operations Clerk
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification including current salary range.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or other management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in print production, operation of computerized reprographic machines, mail center equipment and related equipment.
<i>Education:</i>	Equivalent to an associate degree from an accredited college in Print Technology or degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Possession of a valid driver’s license. • Possession of, or required to obtain within six (6) months of hire, a valid Arizona forklift operator’s certificate.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To lead and participate in the operation of the Print Shop. Perform a wide variety of specialized duties and oversee workflow in accordance with the Print Shop’s policies, procedures and standards.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Manage print, mail C and surplus property contracts for presort mail service, express package service, overflow printing services and surplus property services, this includes reviewing monthly billing costs, settlement of billing issues, and approval of monthly billings for payment issuance.
- Participate in budget preparation, administration and reporting; prepare cost estimates for budget recommendation; submit justifications for budget items; recommend expenditure requests for designed accounts; monitor and control expenditures and budget accounts.
- Assist customers and suppliers to develop purchases and specifications for procurement actions; order, monitor and maintain inventory, specialty substrates, materials and supplies.
- Operate high volume black & white and color digital production printers using industry standard printing software for job setting, digital color saturation, and successful execution of batch files turning digital files into paper output.
- Operate and maintain large format printer, cutter and laminator. Knowledge of proper color and paper profile usage to ensure correct printing output.
- Uses multiple software suites. Manages, updates, and periodically reviews Online Store Front.
- Identify and evaluate hardware and software problems for printing and postal equipment and computer systems; assisting ITD staff and/or outside vendor with problem resolution.
- Operate and maintain standard print finishing equipment with knowledge of finishing techniques such as binding, cutting, weeding, mounting, hemming and preparation of vinyl lettering and logos for decals. Operate collator, folding machine, envelope inserter, copier, mailing machine, cutting and binding equipment, padding press, spiral cutter, and related equipment; maintain machines and make minor repairs or adjustments.
- Assist customers with inquiries in all service areas of the Print Shop including Print, Mail and Surplus Warehouse. Establish and maintain effective working relationships with management, other city employees, coworkers and vendors.
- Perform as the backup Mail Operations Clerk.
- Receive and process surplus property; use a forklift to remove surplus property from vehicles and organize on pallets. Track and monitor incoming/outgoing surplus and manage the Surplus Exchange to reflect current inventory.
- Update digital inventory control system as needed to ensure accurate inventory counts and accurate customer charge back for print, materials, and finishing services.
- Perform related duties as assigned.

COMPETENCIES		
<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective May 2001</i> <i>Revised June 2006 (Title Change and duties)</i> <i>Revised November 2011 (title change and update duties)</i> <i>Revised August 2017 (purpose statement, job duties, exp & education & physical demands)</i> <i>Revised April 2023 (update reporting relationship, min quals experience and education, job duties)</i> <i>Revised January 2024 (change job title, remove lead duties from job duties sections)</i></p>