

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: FACILITIES SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of the Manager, Facility Services, operate high-speed reprographic and finishing equipment in the printing and reproduction of a variety of County Office materials; process conference room requests for the County Office; process incoming and outgoing mail.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Operate high-speed reprographic and finishing equipment in the printing and reproduction of a variety of County Office materials; assist in establish project time lines; assist in assuring printing jobs meet established time lines and specifications; verify proper quantity of completed projects.

Prepare copiers for extended production runs and monitor equipment during the duplication process; review completed jobs and monitor works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications; calculate project costs.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; stock equipment with appropriate paper supplies; assemble, trim, bind, hole punch, drill, pad, fold, bind and staple reproduced materials; distribute completed projects.

Collect, receive, sort and distribute incoming and outgoing mail and packages; receive and prepare packages for delivery; weigh, wrap, seal and affix appropriate postage and labels to outgoing mail and packages; assure timely and efficient pick-up and delivery of mail and packages.

Receive and process conference room requests; reserve conference rooms; schedule and arrange meetings and other events in accordance with conference room availability; resolve related issues and conflicts; follow up on conference room reservations.

Operate a variety of reprographic and finishing equipment including high speed copiers, folders, cutters, staplers, padding stands, drills, binders, stitchers, computers and assigned software; utilize scales and postage meters in the processing of mail.

Drive a vehicle to pick up and deliver mail, printing jobs and a variety of other materials to and from various County Office and community locations; load, unload and distribute materials.

Assist County Office staff with the planning, development and lay-out of printing projects; estimate time and material requirements; confer with staff concerning printing needs and time lines; clarify project specifications as needed.

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Communicate with County Office personnel and various outside agencies to exchange information and resolve issues or concerns.

Maintain various records related to postage, printing projects, charges, reservations and assigned activities.

Clean and maintain equipment in efficient working condition; clear paper jams; replace toner; perform minor repairs as directed.

Monitor inventory levels of printing supplies; assist in ordering, receiving and maintaining inventory of printing supplies as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Office duplicating processes and machines including high speed copiers and related finishing equipment.

Practices, procedures, techniques, materials and equipment used in duplicating, printing and high speed photocopying activities.

Inks and paper stock used in printing.

Processing of incoming and outgoing mail and operation of postal machines and related equipment.

Oral and written communication skills.

Operation of a computer and assigned software.

Interpersonal skills using, tact, patience and courtesy.

Record-keeping techniques.

Basic mathematics.

ABILITY TO:

Operate high-speed reprographic and finishing equipment in the printing and reproduction of a variety of County Office materials.

Assemble, trim, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.

Process conference room requests for the County Office.

Review completed jobs and monitor works in progress to assure accuracy, completeness, proper quantity and compliance with established specifications.

Collect, receive, sort and distribute incoming and outgoing mail and packages.

Meet schedules and time lines.

Drive a vehicle to pick up and deliver mail, printing jobs and a variety of other materials.

Maintain various records related to work performed.

Work independently with little direction.

Operate a computer and assigned software.

Perform mathematical calculations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience involving the operation of high speed copiers and related equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Indoor and outdoor work environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Seeing to read a variety of materials and monitor printing operations.

Bending at the waist, kneeling or crouching to retrieve and store supplies.

Reaching overhead, above shoulders and horizontally.

Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.