Job Title: Digital Operator
Position Code: 5N78, EN78
Job Classification: Non-Exempt

Supervisor: Coordinator II – Print Shop
Pay Grade: 26
Contract Length: 245

Job Summary
The Digital Operator is responsible for retrieval, storage, conversion of electronic files submitted for reproduction; proper operation of all digital printing equipment; and all technical aspects of NNPS finishing equipment such as bindery, cutter, drill, folder, shrink wrap, perforation/scoring equipment utilized by the NNPS Print Shop. Position requires a detail-oriented individual with the ability to organize, multi-task and process paper work in a fast-paced environment.

Essential Duties:
1. Provide necessary digital reproduction, binding and distribution services to support the production of NNPS information in a technically accurate and timely manner.
2. Effectively, efficiently operate high-speed digital copiers and scanning and document transfer devices such as Xerox DocuTechs, DocuColors and DigiPath or Oce VarioPrints, Station and Prisma systems.
3. Setup, adjust, and operate equipment for individual print jobs.
4. Provide routine preventative maintenance, trouble shooting, diagnosis of equipment malfunctions, and performing minor repairs and other non-contracted maintenance on equipment.
5. Perform incidental hand tasks such as folding, collating, gluing, jogging, trimming, padding, and binding as well as assembling, stuffing and properly packaging/addressing envelopes and boxes for distribution.
6. Load, unload, move or stack paper, supplies, and printed materials by hand, forklift, hand truck, or other available equipment.
7. Accurately maintain necessary filing of required hardcopies/proofs and electronically archived files according to established procedures.
8. Maintain professional customer relations, assist customers promptly and courteously, attend the customer service area as required, receive incoming jobs, respond to customer inquiries, and notify customers of job completion.
9. Communicate to customers proper procedures for transferring files to the NNPS Print Shop, receive work orders from customers, ensure the requests are complete and accurate, confirm all electronically submitted jobs are in a usable file format, screen each job for possible sensitive, copyrighted or mailing status, and follow up with customer or other approval authorities as required for approval prior to delivery for printing.
10. Accurate and timely logging of work orders into the active billing system and logging out of jobs including record delivery method.
11. Accurately record statistical data for production, maintenance, bindery and distribution activities.
12. Maintain accurate, sufficient inventory of stock and supplies communicating reorder requirements to the NNPS Coordinator II in a timely fashion.
13. Maintain good housekeeping habits and comply with safety requirements in all facets of work assignments.
14. Models nondiscriminatory practices in all activities.

Other Duties
Performs any other related duties as assigned by the Coordinator II – Print Shop or any other appropriate administrator.

Job Specifications
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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified to perform the essential functions.
Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Must possess High school education or equivalent and a minimum of five (5) years experience operating
digital/high speed copiers, scanners and bindery equipment or any equivalent combination of education and
experience that would provide the noted knowledge, skills, and abilities. Must possess demonstrated in depth
knowledge of digital printing operations/procedures including technical proficiency in multiple software
applications and electronic file conversion. Certification in Xerox high speed digital copiers or Oce high speed
digital copiers preferred. Must possess knowledge of general safety standards related to a digital printing
environment. Must be proficient in both PC and MAC OSX environment. Demonstrated skill in the operation
of bindery equipment and hydraulic pallet jack. Ability to read and interpret documents such as safety rules,
MSDS, operating and maintenance instructions and procedure manuals. Ability to apply common sense
understanding to carry out detailed oral or written instructions. Ability to deal with problems having a few
concrete variables in standardized situations. Ability to compute in all units of measure, using whole numbers,
common fractions and decimals. Ability to advance with changing technology as it becomes available. Must
possess the ability to establish/maintain effective working relationships with school division personnel.

Working Conditions & Physical Requirements
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 accommodation may be made to enable individuals with
disabilities to perform essential functions. Must have the ability to see and read a computer screen and printed
material with or without vision aids. Specific vision abilities required by this job include close vision, color
vision and peripheral vision. Must have the ability to stand; walk; climb; balance; bend; stoop; kneel; twist/turn;
push/pull, carry or otherwise handle printing materials and/or paper stock weighing up to fifty (50) pounds of
force on a regular and recurring basis. Exhibit manual dexterity to dial a telephone, to enter data into a computer
terminal, to operate equipment; hear and understand speech at normal levels; speak in audible tones so that
others may understand clearly in person and on the telephone. Ability to understand and follow oral and written
instructions.

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. Duties are normally performed in a digital printing/production environment including occasional exposure to high noise level.

Supervision Exercised: None

Supervision Received: Coordinator II – Print Shop

This job description in no way states or implies that these are the only duties to be performed by this employee.
The Digital Operator will be required to follow any other instructions and to perform any other related duties
as assigned by the Coordinator II – Print Shop or appropriate administrator. Newport News Public Schools
reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor                                      Date

I acknowledge that I have received and read this job description.

Employee Name (Print)      Signature      Date