



Iberville Parish School Board

P.E. Cancienne
*Superintendent
Secretary/Treasurer*

Melvin Lodge
President

HUMAN RESOURCES ...We put children first

March 10, 2009

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NOTICE OF VACANCY (AS OF ABOVE DATE)

Applications are being accepted for the following position:

**PRINTER
12 MONTH**

IBERVILLE PARISH SCHOOL BOARD

Anyone interested in being considered for the above position should submit an application or resume' to:

Janet Marionneaux
Executive Director
Personnel, Curriculum & Instruction
Iberville Parish School Board
P.O. Box 151
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY: Dr. P. Edward Cancienne, Superintendent

QUALIFICATIONS: SEE ATTACHED

DATE OF EMPLOYMENT: April 22, 2009

DEADLINE FOR ACCEPTING APPLICATIONS: March 25, 2009

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

PRINTER

GENERAL STATEMENT OF DUTIES: Performs a variety of task involving the printing of materials for both central office purposes and for the schools on a full-time basis works with staff members to complete printing projects; perform routine maintenance on printing equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The Printer works with both Central Office and school staff to coordinate, receive, fill and return print jobs or projects to the originator of the print request. The Printer will handle phone calls, process work orders, prepare requisitions and purchase orders relative to printing equipment maintenance and supplies, and maintain a schedule of all print jobs.

EXAMPLE OF WORK: (Illustrative only)

Maintains an inventory of paper, printing supplies, and related materials and supplies;
Orders necessary supplies with approval of supervisor;
Coordinates the maintenance of print shop equipment;
Coordinates the use and maintenance of the postage machine;
Assigns priorities for print jobs;
Receives, fills, and returns print jobs to the originator of said jobs;
Advises supervisor of problems associated with and backlogs of print jobs;
Performs other duties as assigned by supervisory personnel.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: working knowledge of or ability to learn Microsoft Office; skill in working with mechanical equipment involved in print shop work; possesses acceptable basic mathematical, proofreading, and writing skills; ability to follow oral and written directions and instructions; skilled in moderately detailed work.

ACCEPTABLE EXPERIENCE AND TRAINING: High school diploma, previous training and experience with print shop equipment such as copiers, offset presses, and copier-duplicators; at least one (1) year's experience in a print shop or related setting. Previous experience with a computerized word processing program or graphic arts is highly desirable.

COMPENSATION: Pay grade 18 (\$25,549 -\$30,749)

REPORTS TO: Executive Director/and/or Chief Financial Officer

SUPERVISES: None

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 job functions. While performing the duties of this job, the employee is regularly to sit; repeat the same hand, arm, and finger motions to operate a computer; and talk or hear. The employee is frequently required to push or pull up to 100 pounds, and move boxes containing paper or printed materials. Specific vision abilities required by this job include close vision and ability to distinguish among colors. The employee is required to meet deadlines with moderate to server time restraints, and much interact with other staff members both at the central office and at the school sites.

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

The noise level in the work environment is sometimes very noisy. Work is generally performed indoors.

The information contained in the job description is the compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.