

Job Title: DOCUMENT MANAGEMENT SYSTEMS SPECIALIST

Definition:

This position is under the general supervision of the Director of Information and Technology Services, to receive, assign, organize and oversee the reprographic production services and workflow; to operate high volume networked reprographic and related equipment to reproduce a wide variety of instructional, informational and administrative materials; to provide efficient, pleasant and cooperative customer service; to maintain, adjust, and perform operator preventive maintenance on reprographic and other equipment; to perform related duties as assigned. Coordinates, plans, prepares document control support for receiving, processing digital media, and disposition of records and to ensure applicable compliance laws and regulations, and provides technical support for document control systems, performs duties involved in the receipt and delivery of District and JET mail.

Distinguishing Characteristics:

This classification is distinguished from others in this class in that the incumbent maintains and operates electronic imaging or digital media equipment as required and operates a variety of networked duplicating and imaging equipment including reprographics, folding, stapling, and cutting machines and assembles and binds the printed material. Is assigned to handle the postage of mail and the delivery of mail, duplicating orders and other courier duties as assigned.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Receives, assigns, coordinates and supervises the work of reprographics section; orders, receive, and stores supplies.
2. Maintains and monitors supply and equipment orders; maintains records of supplies, equipment, and services provided for billing appropriate departments, service or person.
3. Operates networked duplicators to enlarge, reduce, collate, staple, stitch and bind using computerized touch control screens to optimize copy quality and program special features; sets and meets deadlines ensuring quality service and product.
4. Clean, maintain, adjust and perform operator preventive maintenance to xerographic and other related equipment; answer inquires over the telephone and at the counter.
5. Coordinates and manage records retention and archive programs.
6. Responsible for database operations administration.
7. Maintains and operates micro graphics or electronic imaging or digital media equipment as required.
8. Database Administrator to authorize users individual rights and privileges within the database.
9. Provides assistance to staff for retrieving archived records.
10. Files and maintains hardcopy documents.
11. Performs records validation to ensure completeness and legibility.
12. Assists with the records type list and retention requirements.
13. Performs quality control inspection of photographic or electronically archived data in accordance with established guidelines.
14. Backs up records to compact disc and catalogue records.
15. Provides and issues network security for authorize users.

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16. Performs related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Document control and computer database management systems
- Computer automated retrieval (CAR) systems or equivalent
- Optical document imaging systems
- Records retention and archival storage requirements
- Micrographic systems
- Information Technology Functions
- Copyright laws
- Photo Shop 7.0
- Network mapping
- Modern office procedures, filing, proofing
- Network printing applications and network security procedures
- Computer input and data retrieval
- Materials and supplies used in reprographic equipment under deadline situations
- General bindery procedures and operation of related equipment
- Basic operation of high speed/high volume reprographic equipment

Skill and Ability to:

- Read and interpret procedures, standards and specifications
- Work independently
- Work flexible hours or shifts
- Work cooperatively with employees
- Recognize and report hazards and apply safe work methods
- Plan, organize and complete assigned tasks
- Operate high speed/high volume reprographic equipment
- Maintain professional confidentiality
- Work harmoniously with school/district personnel, supervisors and departments

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be: Associate's degree in business administration, library science, or database management, and (2) years experience in records/database management and configuration management or High School Diploma or other equivalent, (i.e. GED, college, technical, or trade school transcript, foreign equivalency, etc.); and three (3) years experience in records/database management and configuration management. Specialized Training: Two years (2) of experience in the operation of a variety of high speed/high volume networked duplicating equipment, which includes assigning, and supervising the workflow, maintaining inventory, and billing customers in a busy customer-oriented environment.

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- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the stand for long periods.
- Require the walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 50 pounds and may occasionally weigh up to 100 pounds.
- May be required to work around foul odors.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- May be required to work around electrical current.
- Is subject to inside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 33

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting	X		
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching			X
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling		X	

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	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 –10 lbs.			X			X
11- 25 lbs.		X			X	
26- 50 lbs.			X			X
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve	X		
Make Decisions		X	
Supervise	X		
Interpret Data	X		
Organize			X
Write	X		
Plan		X	
Multi-Task		X	

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier			X
Computer			X
FAX Machine	X		
Radio	X		