



NEW:
07/01/2026

Submitted:
06/09/2026

JOB TITLE:	TECHNICIAN MATERIALS PRODUCTION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	261 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Under minimal supervision, this position is responsible for managing a variety of tasks and resolving issues in alignment with departmental priorities, policies, and goals. Responsibilities include processing incoming work orders, coordinating order pickups, and supporting the department’s operational activities. Work hours are flexible.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Operates department-specific computer hardware and software proficiently.
- Assists in preparing, maintaining and updating data/information in department-specific computer software.
- Assists in preparing accurate time keeping records according to district prescribed procedures and submits payroll.
- Receives, reviews, and prepares incoming work orders; coordinates with district personnel on technical matters; routes work orders to appropriate department areas.
- Performs front-end editing on submitted orders ensuring adherence to District style, particularly for stationery items
- Conduct pre-press checks on submitted files to ensure accuracy and smooth production workflow.
- Support Assistant Editorial staff with front-end editing as needed.
- Opens, sorts, and catalogs incoming mail and other written communications making appropriate distribution; maintains a pending file.
- Completes all trainings and other compliance requirements as assignment by the designated deadline.
- Performs other duties as assigned by supervisor.

PHYSICAL DEMANDS

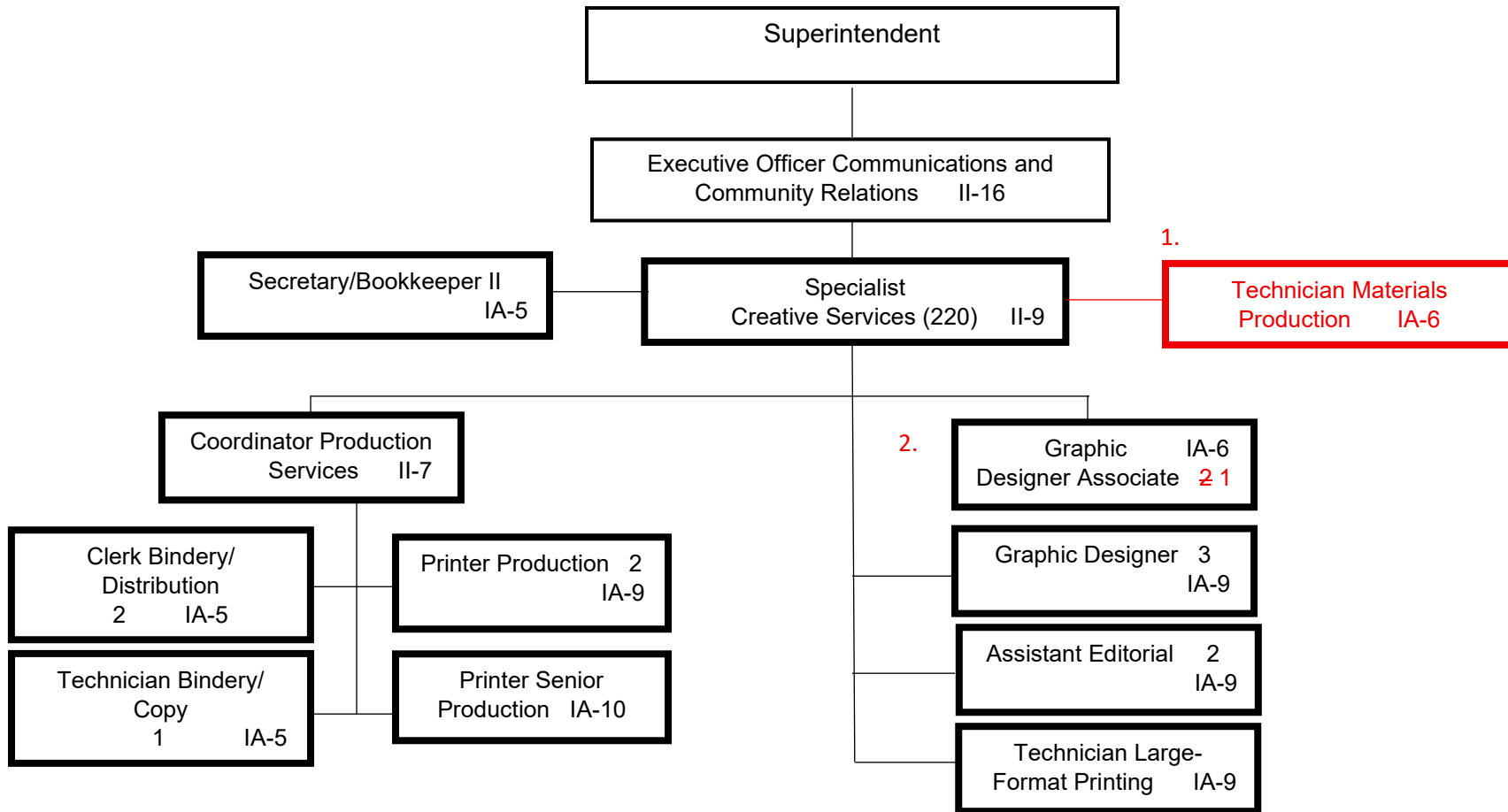
This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following activities rarely (up to 25% of the workweek): bending, squatting, and reaching. The following activities are required occasionally (up to 50% of the workweek): lifting up to 20lbs, pushing up to 20lbs, moving around the office setting. Grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Three (3) years of successful clerical experience in an office environment.
Three (3) years of successful editing experience.
Two (2) years of experience in the printing and graphic design industry.
Proficiency in computer systems.
Effective verbal and written communication skills.

DESIRABLE QUALIFICATIONS
Ability to establish and maintain positive working relationships with the public.
Familiarity with District policies.
Experience in a diverse workplace.

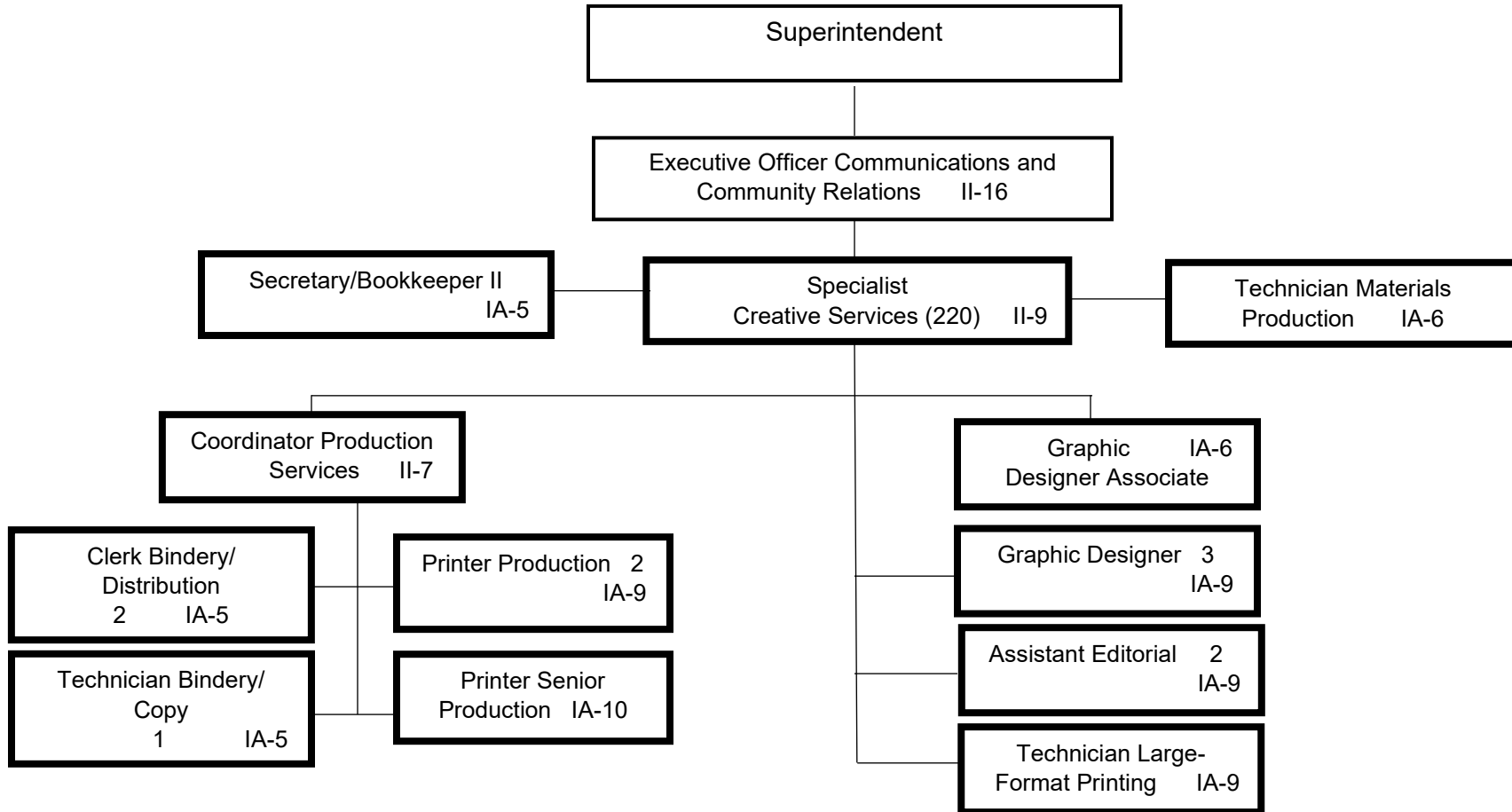


1. Add 1 Technician Materials Production IA-6 position.

2. Delete 1 Graphic Designer Associate IA-6 position.

Summary:

General Fund Positions: 17
 Categorical Fund Positions: 0
 Munis Unit No. MP1



Summary:

General Fund Positions: 17
Categorical Fund Positions: 0

Submitted: 06/09/2026
Effective: 07/01/2026