



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

PRINT SHOP TECHNICIAN – REGULAR PART-TIME

DEADLINE FOR APPLYING: Thursday, 9/24/26

APPLY ONLINE: at <https://www.governmentjobs.com/careers/norfun/>. Must attach a **current DMV printout when applying and complete the Questionnaire**. Current employees contact the HR office for instructions on how to apply.

BASIC FUNCTION: Responsible for end-to-end execution of print jobs, from file intake and production through finishing, packing, and delivery. Operates high-capacity digital and large-format printing equipment, performs light finishing work, and manages job flow using a print operating system. Works closely with the District's contracted print service provider to resolve production delays and address equipment maintenance and service needs.

HOURLY RATE: \$18.24 - \$24.44 DOE

HOURS: Monday through Friday, 20 hours per week. 4 hours per day between 8:00 am to 5:00 pm, occasional evenings and weekends, dependent upon program needs.

QUALIFICATIONS: High school diploma or equivalent. One year of office, clerical, administrative, customer service, or similar work experience, including regular interaction with customers (in person, by phone, or by email). Basic computer skills. Previous experience in a print shop, production environment, warehouse, mailroom, marketing firm, graphic design studio, or similar setting is helpful. Knowledge of print production processes, file setup, and finishing techniques. Ability to learn digital production equipment, print workflow software, and finishing machinery; use email, file systems, and production software; operate standard office and production equipment such as digital copiers, printers, and staplers. Follow written and verbal instructions accurately. Prioritize tasks and meet deadlines in a fast-paced production environment. Strong attention to detail and quality control. Must be able to get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to feedback from a supervisor.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Print shop environment includes work near moving mechanical parts, exposure to paper dust, inks, and fumes, and a moderate noise level. Ability to lift and carry materials and paper stock weighing up to approximately 50lbs. Frequent standing, walking, bending, and repetitive motion throughout the workday. Commute from site to site as needed. Work performed is in an open-print shop environment with moderate noise levels. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT: An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting.
- Must submit verification of your identity and citizenship or legal right to work in the United States.
- Must submit to a post offer medical, functional capacity exam, and drug screen;
- A valid California driver's license and driving record must comply with District safety standards.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Operate high-volume digital printer and large-format print to produce materials such as booklets, flyers, posters, tear-off pads, reports, and packets.
- Manage print jobs using Fiery or similar print operating systems, including job setup, queue management, and quality monitoring.
- Perform light prepress tasks such as file review, basic imposition, scaling, alignment, and color adjustments.
- Troubleshoot common printing issues related to media handling, registration, or color consistency.
- Cut, trim, bind, fold, collate, and assemble printed materials using cutters, collators, staplers, and binding equipment.
- Assemble orders according to job specifications with a strong attention to detail and a customer-focused approach.
- Pack completed print jobs securely and accurately for internal and external delivery.
- Deliver printed materials to designated locations using District vehicles.
- Maintain delivery schedules and ensure timely and accurate distribution of orders.
- Load and unload paper stock, print materials, and finished products as required.
- Work closely with supervisor to coordinate daily print operations, priorities, workflow changes, support equipment service visits, and address printer downtime.
- Assist in reporting recurring equipment or production issues and tracking follow-ups to resolution.
- Perform routine cleaning and basic calibration on printing equipment. Monitor equipment condition and report service needs promptly.
- Maintain inventory of paper stock, inks, toners, and finishing supplies.
- Receive, organize, and sock printing materials and supplies.
- Reviews print requests for clarity and completeness.
- Communicate print jobs costs, job status, timelines, and instructions with customers and coworkers.
- Maintain basic production logs and job tracking records.
- Follow all safety procedures related to printing equipment, cutting tools, and vehicle operation. Participate in required safety and compliance training.
- Performs other related duties as assigned.

DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE:

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisors about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interact with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services

EQUAL OPPORTUNITY EMPLOYER

Print Shop Technician

SUPPLEMENTAL QUESTIONNAIRE

APPLICANT: _____ **DATE:** _____

1. The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration or result in dismissal.

☐ Yes, I understand and agree

☐ No, I do not agree

2. Describe your experience working with the public.
3. Describe any relevant training you've completed in relation to this position to include print shop, printers, or other office base technology.
4. Describe your knowledge with Adobe software. If none, write "n/a."
5. Describe any experience you have in technology trouble shooting. If none, write "n/a."
6. The hours of operation are Monday through Friday from 8am to 5pm. This position will be assigned 20 hours per week, 4 hours per day and occasional evenings, weekends and holidays, depending upon operational needs. What hours are you available to work?