

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Production Center Specialist	Range:	29
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for overseeing and participating in the daily operation of a District mailroom and performing duplication services. Depending on where incumbents are located, the emphasis of the job functions may be different (mailroom vs. duplicating).

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Operates a variety of duplicating equipment such as high-speed copiers, bindery equipment, booklet makers, labeling machines, online collators, and electric staplers; performs routine clerical duties such as typing forms and memos, answering telephones, and maintaining files.
2.	Oversees and participates in the receiving, sorting, labeling and distribution of U.S., campus and inter-District mail and other packages and materials; coordinates bulk and metered mail processing; assists in the distribution of payroll checks.
3.	Operates mailroom-related equipment including postage meters and scales; determines appropriate postage fees.
4.	Processes incoming and outgoing packages via delivery services (e.g., Federal Express, UPS); determines correct fees; maintains package pick-up schedules.
5.	Provides information in person and via telephone to District personnel, faculty, and students regarding mailroom and U.S. mail and delivery service regulations and procedures.
6.	Receives, prepares and schedules materials for reproduction; coordinates timely and proper reproduction and delivery; tracks materials and maintains budget records.
7.	Verifies computations for printing charges; verifies hourly time sheets; separates, arranges and verifies postage budget numbers.
8.	Sorts and distributes mail; assigns, types and marks mailboxes and assigns combination cards; marks and alphabetically shelves various instruction books.
9.	Maintains a variety of records related to mailroom activities; prepares reports as required including billing and duplicating reports; compiles data and prepares duplicating center statistical reports, prepares purchase orders, service requisitions and payroll lists.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Production Center Specialist maintains frequent contact with various District departments and personnel, faculty, students, and outside agencies and vendors.

EDUCATION AND EXPERIENCE

High school diploma or equivalent
Minimum two (2) years increasingly responsible experience involving mail room and duplication activities

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of duplicating equipment operation and scheduling
Knowledge of procedures and practices of U.S. Postal Service
Knowledge of current postal rates
Knowledge of record-keeping techniques
Knowledge of District organization, operations, policies and objectives
Knowledge of various computer software applications
Ability to operate mail room related equipment including postage meters and scales and determine postage fees
Operate office and duplicating equipment such as typewriter, calculators, copiers, bindery equipment and electric stapler, etc.
Ability to maintain records and prepare reports
Ability to read, interpret, apply and explain rules, regulations, policies and procedures
Ability to read labels and sort mail and other printed materials quickly and accurately
Ability to add, subtract, multiply and divide quickly and accurately
Ability to train and provide work direction to others
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

District mail and duplication room; subject to lifting (up to 50 pounds unassisted), pushing, carrying and pulling; exposure to fumes from chemicals used in printing process; extended standing and walking.
