

EVENTS/FACILITIES & DUPLICATING TECHNICIAN**DEFINITION**

Under general supervision by the Events/Facilities & Duplicating Manager sort and distribute incoming and outgoing mail, utilize automated postage equipment, handle mailroom activities, filing and other general duties in the campus mailroom; assist with booking and scheduling of facility use for college events; assist with scheduling of transportation equipment; perform activities and processes for duplicating including duplication, collation and bindery; run digital copy machines and related work as assigned.

DISTINGUISHING CHARACTERISTICS

This position is an assistant level position providing support as directed in the areas of duplicating, mail, facilities and events.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under supervision of a manager, receiving supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve routine problems.

ESSENTIAL DUTIES

- Participate in the activities of the campus mailroom, facilities/events and duplicating.
- Sort and place USPS mail in campus mailboxes and return improperly addressed mail
- Prepare and set up campus mailboxes at the beginning of each semester
- Operate scheduling software to produce facility use documents for distribution.
- Assist in development of scheduling events and classroom assignments
- Serve as dispatcher for college car pool; follow state of California Vehicle Code regulations; maintain accurate record of staff/faculty/student driver license and medical exams for Class "B" Licenses and related requirements.
- Manage vehicle reservations for college vehicle fleet; determine scheduling and availability; determine when vehicle inspection sheets and trip logs are required as pursuant to vehicle code.
- Prepare and monitors all activities and tasks associated with college mail rooms.
- Prepare jobs for duplicating process
- Assist with duplication of specific jobs and preparing machines for daily operations such as, loading paper, toner and routine maintenance jobs
- Operate a variety of machinery including high speed copy machines, postage machines and other office equipment
- Monitor supply inventories to ensure adequate materials are on hand for pending projects
- Deliver printed material and ~~or~~ place in campus mailrooms.
- Receive and review duplicating and copy requests from customers
- Monitor and stock supply inventories in duplicating, mail and events scheduling areas
- Greet visitors and callers, provide information as required, and refer to appropriate sources.
- Prepare and monitor monthly invoicing for postage, transportation and duplicating services.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Possession of a High School diploma or GED.
- **Experience:** Two years of administrative or support experience, or related.

Knowledge of:

- Principles and practices of customer service and public relations techniques.
- Basic copy, reprographics and duplicating finishing techniques.
- Principles and procedures of record keeping
- Modern office equipment including computers and software.
- Basic inventory control and supply/material management for duplicating and reprographics
- Office management techniques, proper office procedure and practices.

Ability to:

- Complete basic reprographics jobs including duplicating and finishing
- Organize, plan and develop work accomplishment timelines.
- Interpret, explain and ensure adherence to policies and procedures governing facility use.
- Use good judgment in recognizing the scope of authority as delegated.
- Analyze situations and make decisions on procedural matters without immediate supervision.
- Perform arithmetical calculations with speed and accuracy.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective internal and external working relationships.

LICENSES AND CERTIFICATES:

- A valid license to drive in California is required. When driving a District vehicle, a valid California driver's license and evidence of appropriate automobile insurance may be requested.

PHYSICAL AND MENTAL STANDARDS:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds; occasionally lift objects up to 50 pounds
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including frequent public contact; frequent deadlines and time-limited assignments.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment. Work may include working in a duplicating production environment that may require exposure to constant noise, potentially hazardous chemicals, dust and fumes.

Class Adopted: 03/01/09
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