



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

Email: talentmanagement@hcps.org

www.hcps.org

VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

September 16, 2024

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.














PRINTER II

Central Office Forest Hill Annex – Print Shop January 1st Vacancy

To oversee and ensure the successful production and distribution of printed materials in support of instruction for the Harford County Public School system.

ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE

These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

-  Provides day-to-day operational overview of the printing center to ensure the safe production and distribution of printed materials; ensures that all responsibilities of the print center are performed at a high level of quality while providing excellent customer service.
-  Facilitates the utilization of high-volume printing and duplication systems in the production of reports, forms, booklets, pamphlets, and brochures.
-  Employs the use of computers and software to manage and manipulate text and graphic images.
-  Manages the storage, cataloging, and production of submitted electronic files to be copied or printed.
-  Ensures the on-time delivery of finished items by setting scheduling and assigning priorities. Ships or delivers completed print jobs expeditiously to maintain schedules.
-  Participates in routine troubleshooting, diagnosis, and maintenance of the printing equipment. Cleans and makes minor repairs and adjustments to copy and printing equipment. Oversees repair and maintenance performed by outside vendors.
-  Monitors and orders print shop related supplies to ensure that adequate inventory is always available.
-  Operates copy, printing, and bindery equipment including digital copiers, paper cutters, folders, scorers, binding machines, and three-hole drill presses.
-  Answers the telephone and assists walk-in customers in completing work orders and helping to select the most appropriate printing parameters for their jobs. Ships and arranges for the pick-up or delivery of completed work.
-  Makes use of and actively pursues available training and technologies to be able to facilitate the previously described job functions efficiently and effectively.
-  Uses available technologies, including Microsoft Office software programs, to effectively and efficiently complete job-related functions and to communicate with others.
-  Able to develop and maintain a positive and productive team environment.
-  Performs other work-related duties of similar scope and complexity as assigned.

SALARY

- 🌱 This is a twelve-month position. Salary range based on Grade 9 of the FY 2024-2025 AFSCME Salary Schedule for Twelve Month AFSCME Employees Personnel. Starting Salary: \$53,819– Maximum Earnings Potential \$75,648.
- 🌱 Full salary schedules can be found at <https://www.hcps.org/departments/humanresources/vacancies.aspx>.
- 🌱 HCPS offers an expansive benefits package including medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
- 🌱 For a complete list of benefits, please visit the Employment Benefits section: <https://www.hcps.org/departments/HumanResources/Default.aspx>
- 🌱 FLSA: Non-Exempt

TRAINING AND EXPERIENCE REQUIRED

- 🌱 High school diploma or GED.
- 🌱 Three years of successful experience working with high volume printing systems and/or in a production environment. Supervisory experience preferred.
- 🌱 Effective written and oral communication skills.
- 🌱 Proficient in the use of Microsoft Office software programs preferred.
- 🌱 Able to stand and/or walk for extended periods of time.
- 🌱 Able to perform functions such as folding, wrapping, sorting, and other duties associated with the print production process.
- 🌱 Able to lift and carry up to 50 pounds.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online employment applications will be accepted until filled.

The Board of Education of Harford County is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.

In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.

Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or TitleIX@hcps.org. Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or Renee.McGlothlin@hcps.org. Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](https://www.hcps.org) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](https://www.hcps.org) and found on HCPS' homepage.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE