JOB DESCRIPTION

Senior Digital Press Computer Specialist

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for operating and monitoring a complex, high-tech digital printing equipment (Kodak NexPress) that produces a finished product. This position is responsible for equipment maintenance and operating some bindery equipment. This position reports to the Director of Printing and Creative Services.

Examples of Work Performed
Operates and monitors the Kodak NexPress and peripheral equipment to produce forms, brochures, booklets and other print media.

Receives software files from the design team and communicates with them if the files are workable or not.

Performs preventative maintenance, adjustments, and repairs on press as required.

Plans and coordinates the workflow of incoming jobs.

Operates some bindery equipment such as the cutter.

Maintains inventory of all materials related to printing process and replacement equipment parts.

Maintains department computer systems software.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Operates and monitors the Kodak NexPress and peripheral equipment.

2. Maintains the inventory of all printing materials and equipment replacement parts.

3. Performs preventative maintenance, adjustments and repairs.

4. Plans and coordinates the workflow of incoming jobs.

5. Maintains department computer systems software.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to
perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to sit; run; climb, and crawl.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  AND

- **Experience:**
  Five (5) years of experience related to the above described duties.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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