

PENNSYLVANIA STATE EDUCATION ASSOCIATION
Job Description

Job Title: **Computer Operations (Operations Assistant)**

Divisions: **Information Technology and Printing & Distribution**

Reports to: **IT Business Operations Coordinator**
 Assistant Executive Director for Information Technology

Location: **Headquarters in Harrisburg**

Starting Salary: **\$55,616**

Job Summary

This is a split position, with 60% of time spent in IT Operations (IT), and 40% in Printing and Distribution (P&D) to back-up or assist the Production Aides. Duties will be assigned based on current workloads and priorities. This position reports to the IT Business Operations Coordinator.

Job Duties and Responsibilities

IT Operations

- Operate the Information Technology midrange computer and associated peripherals.
- Set up tape backups for the nightly processing of the midrange computer.
- Assist in all aspects of tape cartridge record tracking, tape preparation and rotation into vaults and off-site security areas for disaster recovery.
- Print user reports upon request.
- Process and print the nightly reports and requests as scheduled.
- Assist in maintaining all Information Technology Operations Department equipment in good working order.
- Perform other duties as assigned by the IT Business Operations Coordinator under the general direction of the Assistant Executive Director for Information Technology to assure the orderly operation of the Printing & Distribution Department and the Information Technology Division.
- Assist in documentation.

Mailing & Distribution Operations

1. Incoming Mail and Deliveries
 - a. Pick up mail, via PSEA motor vehicle, from the US Post Office each business day morning.
 - b. Sort all pieces by division/office and deliver it to the appropriate location.
 - c. Sort, and slot, business reply envelopes, return to the proper division/office, and count and log if necessary.
 - d. Sort all inter-office mail and redeliver item(s) to the proper division/office.
 - e. Slot various materials to Association Headquarters, Field Staff, and Board members as requested by staff.
 - f. Receive overnight deliveries (e.g., FedEx, UPS, etc.), log each delivery, and distribute item(s) to the addressee.
2. Outgoing Mail
 - a. Collect outgoing US mail, inter-office mail, and UPS boxes throughout Association Headquarters twice daily.
 - b. Use postal rate criteria to determine the most cost effective and efficient way to process packages. Prepare outgoing boxes for delivery including boxing, packing, and taping.
 - c. Operate assorted mail processing, inserting, and envelope printing equipment.
 - d. Transport and deposit bulk mailings and certified mail pieces to the Post Office, via PSEA motor vehicle.
 - e. Process United States Postal Service out-going mail (via postage meter) and boxes for UPS (via computer system) and apply it to the appropriate accounts.
3. Run errands (pick-up and delivery) as requested, including going to the State Capitol, Harrisburg Stamp, Deb-Kay, attorneys' offices, Southern Region Field office, off-site storage units, etc.
4. Assist and transport materials for several Association conferences including Minority Leadership Training, Collective Bargaining, Political Institute, EA House of Delegates, ESP House of Delegates, Student House of Delegates, PSEA-Retired House of Delegates, Gettysburg Workshop, DPS conference, etc.

Printing Operations

1. Receive and process print requests.
2. Operate high speed networked printer/copier and other assorted specialized printing-related equipment.
 - a. Utilizing a personal computer (PC) to process jobs, download and manipulate customer files through a variety of applications including Microsoft Office and Adobe Acrobat;
 - b. Format networked print files to the high-speed black ink and color ink printers to include proper image set-up and/or merging of address labels for bulk mailings.

- c. Make equipment and computer interface adjustments required to run various sizes, weights, of paper stock, and imposing layout structure, handling equipment problems and maintenance.
 - d. Digitally manipulate color calibration set-up to meet expectations for color target.
 - e. Ripping files produced from static and variable data files using digital print equipment.
 - f. Monitor equipment during operation to maintain copy quality and clear paper jams.
3. Perform off-line processing of jobs such as booklet making, three-hole punching, carbonless and pad gluing, folding, cutting, collating, binding, and stapling.
4. Deliver printed materials to appropriate departments or to the mailroom for slotting, inserting, or mailing.
5. Perform other duties as assigned by the IT Business Operations Coordinator or the Mailing and Printing Specialists to assure the orderly operation of the Production Department.

Knowledge, Skills, and Abilities

- Skill with routine operation functions on a main frame or midrange computer system is required. A strong preference given to IBM Power iSeries Systems experience.
- Skill in, or the ability to learn, basic work routines in mail and printing operations.
- Knowledge, or the ability to learn, US postal regulations and rates.
- Knowledge of the mechanical and safety principles and practices associated with production equipment operations.
- Skill in the use of Microsoft Office and Adobe Acrobat products to be able to generate print output. Ability to learn other digital printing and mailing software.
- Ability to follow oral and written instructions and follow work routines.
- Ability to learn Association postal and printing equipment operations, materials used, and methods and practices required of the work.
- Ability to run multiple jobs concurrently.
- Ability to detect defects in materials and equipment.
- Ability to manually lift and move heavy objects (up to 63 pounds) frequently and repeatedly. Ability to push and pull objects using up to 52 pounds of force.

- Ability to work within time constraints.
- Ability to operate a hand cart safely and efficiently without assistance of other staff.
- Ability to cooperatively and effectively perform in a team environment.
- Sufficient strength and stamina to perform continuous work with few breaks and possession of the necessary dexterity to operate standard office postal and printing equipment.

Education, Experience, and Special Requirements

High school diploma, or equivalent, is required.

Possession of a valid vehicle operating license (e.g., state driver's license).

Must be willing to travel to setup conferences unassisted with the infrequent possibility of overnight stay.

If you are interested in applying for this position, send a letter of interest and resume not later than Sunday, June 23, 2019 to: jobs@psea.org or fax to 717-255-7005.

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