JOB TITLE: MICROGRAPHICS SERVICES TECHNICIAN

JOB DESCRIPTION:

This employee is primarily responsible for the operation and maintenance of district microfilm services.

Duties of this position include but are not limited to:

1. Receiving, logging and routing of all District School Board microfilming received from the designated coordinator of microfilming projects.
2. Scheduling microfilming projects to reflect the needs of individual departments and schools.
3. Handling public requests for personal data.
4. Operating microfilm equipment for filming records and documents.
5. Providing printed copies of records as directed.
6. Setting up and maintaining a centralized filming and filing system for retrieval of microfilmed materials.
7. Providing for proper storage and dispersal of microfilm.
8. Maintaining records and producing reports relating to micrographics activities.
9. Assisting in budget planning for micrographics services.
10. Training and supervising microfilm clerks, as directed.
11. Evaluating micrographics services and making recommendations for improvement, as needed.
12. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Two years of experience in micrographics services.
2. Ability to meet and work effectively with people.

DESIRED QUALIFICATIONS:

1. Five years experience in micrographics services.
2. Basic computer knowledge.
3. Ability to type 30 words per minute.