

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRINT SERVICES SPECIALIST

FLSA STATUS: NONEXEMT

BASIC FUNCTION:

Under the direction of an area administrator, coordinate and participate in the reproduction of varied College printed material; operate and maintain an offset press and duplicating equipment in the reproduction of materials; operate related duplicating equipment; perform routine and minor preventive maintenance tasks on offset duplicating equipment.

REPRESENTATIVE DUTIES:

Operate and maintain an offset press and duplicating equipment in the reproduction of varied materials such as brochures, fliers, forms, schedules, and instructional and promotional documents. *E*

Coordinate and participate in print shop reproduction activities to ensure timely and accurate production according to specifications. *E*

Mix inks and prepare chemicals for daily work schedules; maintain appropriate toner levels in platemaker to assure high quality publications. *E*

Operate a variety of equipment associated with assigned duties, including offset press, high-speed copiers, paper cutters and folders, platemaker, stitcher, collator, paper drill and other related equipment and tools. *E*

Perform bindery work; cut, pad, glue and fold printed materials; collate, stitch, staple and drill reproduction materials; prepare completed jobs for delivery. *E*

Perform minor adjustments and preventive maintenance to machines and equipment to assure proper operation; maintain appropriate chemicals additives and maintenance additives and lubricants; in the absence of the Director, notify contracted services for needed maintenance and repairs of high-speed copiers. *E*

Prepare daily work schedules; confer with requesting units to establish requirements and related printing information and specifications as needed.

Communicate with vendors, brokers or other appropriate personnel to obtain quotes and delivery information.

Maintain inventory; notify Director of needed supplies and make recommendations for paper and ink selections; order materials and supplies and drive a vehicle to pick up supplies from the warehouse.

Print Services Specialist – Continued

Maintain a variety of records related to print shop operation including records of production, inventory, quotes and purchases.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Care of offset printing machines and duplicating equipment.

Principles of graphic photography, including half-tones and related procedures.

Principles of stripping and preparation of paper and metal plates used in reproduction operation.

Ink and paper stock used in offset printing work.

General bindery procedures.

Basic record-keeping.

ABILITY TO:

Coordinate print shop reproduction activities within assigned specifications.

Operate offset printing machines and related equipment used in reproduction activities.

Perform minor adjustments and repairs to duplicating machines and related equipment.

Maintain duplicating equipment in good working condition.

Meet schedules and time lines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others including those from diverse academic, socioeconomic, cultural, ethnic and disability backgrounds.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible experience in the operation of offset presses, related duplicating equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Print Services Specialist - Continued

Print Shop Environment:

While performing the duties of this job the employee is required to perform heavy lifting (up to 90 pounds); pull items; stand for long periods of time; reach overhead, above the shoulders and horizontally; bend from the waist; use hands and fingers to operate and maintain press and other print shop equipment; and see to operate equipment and observe quality of work.

Incumbents may be exposed to chemical fumes and hazardous materials.