



PRINTING SERVICES ASSISTANT

DEFINITION

Under general supervision, operates a high-speed copier in the reproduction of printed material according to established timelines; binds and finishes printing requests; ensures equipment is maintained in proper working order; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management personnel. Exercises no direct supervision over staff,

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of copy machine operation and document preparation and finishing duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Operates high speed photocopier and other related equipment to reproduce a variety of instructional and informational materials; monitors machines and gauges to ensure jobs are running properly.
- Receives, schedules and prioritizes printing orders and operations; communicates with personnel regarding printing needs and timelines; assists staff in planning and developing printing projects.
- Collates, assembles, hole punches, folds, binds and staples reproduced materials; cuts and finishes printing projects; prepares finished jobs for delivery; distributes completed projects.
- Maintains equipment in efficient working order; assures elements of copiers are clean; clears paper jams; replaces toner and adjusts minor malfunctions; confers with vendors regarding equipment maintenance.
- Maintains inventory according to established guidelines; utilizes a computer to requisition supplies and materials; stocks shelves; maintains print shop in a clean and safe condition.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of duplicating machines.
- District printing standards and processes.
- Methods and techniques of troubleshooting basic equipment malfunctions.
- A diverse range of inks and paper stock used in printing.

- Procedures and methods for cleaning and general maintenance of print shop equipment.
- Principles and practices of recordkeeping.
- Basic inventory methods and practices.
- District and mandated safety rules, regulations and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Operate high speed copier and bindery equipment
- Understand and follow oral and written directions.
- Meet schedules and timelines.
- Determine appropriate action within clearly defined guidelines.
- Maintain routine records related to work performed.
- Use tact and judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education

- None.

Experience:

- One (1) year of production copy machine experience.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a printing center environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; and vision to inspect and operate equipment, and to read printed materials and a computer screen. The job involves requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a printing center environment and are exposed to loud noise levels, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.