



PRINTING SERVICES TECHNICIAN

DEFINITION

Under direction, performs layout, printing, high speed copying and binding work including multi-page, multi-color process work; provides high volume printing and duplicating services for the District's departments, staff, faculty, and administration; coordinates, organizes, and participates in the print shop graphics software and equipment operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of print job layout, printing and finishing duties as assigned, working independently, and exercising judgment and initiative. Incumbents utilize a variety of desktop software and equipment requiring a greater depth of graphics software, and offset press preparation and operation. 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.

- Performs layout, printing, high speed copying and binding work including multi-page, multi-color process work; collates, assembles and staples booklets and other printed material.
- Provides high volume printing and duplicating services for the District's departments, staff, faculty, and administration; coordinates operations and communications to assure smooth and efficient printing activities.
- Operates offset press, plate maker, digital printers, computers, paper cutter, binding equipment, printing server, and graphic arts and desktop publishing software; maintains current knowledge of the operation of print shop technology and software.
- Facilitates desktop publishing workflow including layout, paste up, and graphic design utilizing various software applications to produce quality copy for the publication of District printed materials.
- Organizes and designs graphic and printed materials according to originator's specifications; communicates with originator to ensure timely and accurate production.
- Plans and lays out text and artwork; selects type style and size, fonts, spacing of letters and text lines, placement, and size and type of photos and art work to be used according to customer specifications.
- Trains and provides work direction and guidance to print shop staff as necessary.
- Maintains records and logs of printing operations; calculates printing services fees for District departments and enters information into the automated fiscal system.
- Within established guidelines, orders paper and supplies as needed for the District's high-volume printing and duplicating services.
- Operates high speed photocopy and other related equipment to reproduce a variety of instructional and information material; packages and labels for distribution to campus mail boxes.

- 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:

- Methods, practices, terminology, equipment and procedures used in the production of printed and graphic materials.
- Page layout and graphic arts design techniques and procedures
- Computers and graphics software applications used by various District departments.
- Operational characteristics of high-volume copiers and related duplicating equipment.
- Methods and techniques of proofing graphics and text for printing materials.
- Basic mathematics.
- Principles and practices of record-keeping.
- 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.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of technical duties involved in the design, typesetting and production of printed materials and related graphic arts to meet customer needs.
- Utilize phototypesetting equipment and graphics software to prepare and design written and graphic materials for printing or reproduction.
- Operate high-speed digital reprographic and peripheral equipment in the reproduction of various materials.
- Maintain current knowledge on graphics and desktop publishing software.
- Communicate with departments to plan, design, and layout text and artwork; to determine final output, and to ensure smooth and efficient printing services.
- Establish project timelines and calculate costs and estimate time, materials and staff resource requirements.
- Provide design services utilizing a wide variety of graphic design methods and materials.
- Arrange, layout and make effective use of visual materials.
- Communicate effectively both orally and in writing.
- Maintain files and records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural compliance guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- 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

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Three (3) years of increasingly responsible experience performing print layout and copying/printing production work in a high volume duplicating and printing environment.

Licenses and Certifications:

- None.

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.