



## **JOB TITLE: SENIOR PRINTING SERVICES SPECIALIST**

Classification: Classified  
Salary Range: 32

Retirement Type: PERS\*  
Board Approved: August 19, 2010

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### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, operate computerized, high volume duplication and related equipment for the reproduction of District materials; perform binding and finishing work *for* printed materials; prepare plates if needed for specialized print work; train, schedule and provide work direction and guidance to assigned employees.

### **DISTINGUISHING CHARACTERISTICS:**

The Senior Printing Services Specialist is distinguished from the Printing Services Specialist by the requirement to troubleshoot and perform minor adjustments on duplication equipment, as well as minor repairs on finishing/bindery equipment. The Senior Printing Services Specialist prints or reproduces a wide variety of materials; and operates binding, duplicating, finishing, and other related equipment, such as a folder, cutter, stapler and drill-press. The Senior Printing Services Specialist will operate the four-color duplication equipment; and process orders submitted through Web Services.

### **REPRESENTATIVE DUTIES:**

Assist Production Coordinator in coordinating day-to-day activities; interpret printing specifications and analyze requirements to determine best methods of production.

Process Web Services jobs through Copy Center Direct: review, and transfer the job(s) to the queue on the duplication equipment on a daily basis.

Process and complete four-color and spot-color jobs on the color duplication equipment.

Set up, program and operate high-speed computerized copiers.

Review work in progress and adjust duplicating equipment to assure proper application of duplicating processes, paper weights and sizes and other related information.

Operate a variety of duplicating, bindery and related equipment in the reproduction of printed materials.

Operate a variety of other equipment such as paper cutting, binding, folding, preserving and collating machines. Including shrink wrap printed materials, organize, package and distribute to District departments.

Perform minor adjustments to duplication equipment and repairs to finishing/bindery equipment; maintain in proper working condition; arrange for other repairs and maintenance.

Consult with customers as necessary; serve as contact when Production Coordinator is unavailable.

Review completed work to assure quality.

Maintain inventory of related supplies and parts; order supplies and equipment according to established procedures.

Complete appropriate documentation, records and logs.

Assist in training, scheduling and providing work direction and guidance to Copy Center co-workers, under the Production Coordinator's supervision.

Perform related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: high school diploma or equivalent; and four years experience in production of printed materials; the operation of high-speed duplicating equipment; and related bindery/finishing equipment.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Principles, processes and equipment used in offset printing work.

Current computer software used in the operation of the Copy Center equipment.

Supplies and paper stock used in duplicating processes.

Principles and practices of training and providing work guidance.

Proper methods of handling equipment, materials and supplies.

Health and safety regulations.

Technical aspects of field of specialty.

Interpersonal skills using tact, patience and courtesy.

Abilities/Skills:

Operate a variety of bindery and related equipment to produce printed materials.

Operate a high-speed duplication machine and other related equipment needed to collate, staple, and finish materials as requested.

Operate a computer terminal.

Prepare plates as needed.

Train, schedule and provide work direction and guidance to assigned employees.

Interpret duplication specifications and analyze requirements to determine best method of production.

Schedule jobs to meet timelines.

Maintain, adjust and perform minor repairs to assigned equipment.

Select appropriate type, quality and weight of paper.

Produce quality reprographic work according to established production standards.

Oversee and review the work of others.

Analyze situations accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.

Establish and maintain cooperative and effective working relationships with others.

Operate color-reprographic equipment.

Licenses or Other Requirements:

Valid California driver's license.

**WORKING CONDITIONS:**

Extended periods of standing and sitting.

Exposure to operation of noisy equipment.

Lift and carry up to 60 lbs.

Exposure to machine vibrations and noise while operating machines.

Constant moving from one location to another.

Hear and speak to exchange information on the telephone or in person.

Dexterity of hands and fingers to operate equipment.

Subject to constant interruptions.

Stand for long periods of time.

Lift heavy objects, move, carry and store materials.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.