



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

Classification: Classified  
Salary Range: 24

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; perform routine general and clerical work. Assist with basic record keeping as well as the planning and scheduling of projects received at the Copy Center.

### **REPRESENTATIVE DUTIES:**

Provide printing and photocopying services for the District; set-up, program and operate high-speed, computerized copiers to reproduce District printed material for instructors and administrators; assure timely and effective services; maintain prescribed standards of work production.

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

Check, replace and maintain duplicator supplies to assure appropriate levels and proper working condition; replace dry ink, waste toner, staple cartridge, fuser agents, paper and other supplies. Notify production Coordinator of supply needs.

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 orders to District department.

Consult with customers as necessary to verify instructions and provide assistance.

Operate a computer to prepare and maintain daily logs and files of work projects, etc.

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

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Any combination equivalent to: High school diploma or equivalent; sufficient training and experience to demonstrate the knowledge and abilities listed above including two years of relevant experience.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Proper operation of computerized, high-volume duplicator and related printing equipment.

Current computer programs used in the operation of the Copy Center.

Inks and paper stock used in duplicating processes.

Health and safety regulations.  
Interpersonal skills using tact, patience and courtesy.  
Proper operation of binding and finishing equipment.  
Basic computer operation.  
Basic record-keeping techniques.

Abilities/Skills:

Operate a variety of other equipment such as paper cutting, binding, folding, and collating machines.  
Maintain, adjust duplication machines and perform minor repairs to finishing/bindery equipment.  
Produce quality printed work according to established production standards.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide quickly and accurately.  
Meet schedules and time lines.  
Establish and maintain a cooperative and effective working relationship with others.

**WORKING CONDITIONS:**

Standing for prolonged periods of time.  
Frequently stacking various materials.  
Frequently moving from one area to another.  
Hand, wrist and finger dexterity to operate various office equipment.  
Hear and speak to exchange information on the telephone or in person.  
Subject to constant interruptions.  
Exposure to machine vibrations and noise while operating machines.  
Lift objects weighing up to 50 lbs.

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