

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE L
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

PRINTING SERVICES SPECIALIST

BASIC FUNCTION

Assists in the coordination of production printing activities; oversees and participates in a variety of tasks involving reprographic processes which utilize both digital and offset equipment; and assists in prioritizing printing projects for an efficient workflow to meet deadlines.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Printing is series responsible for performing tasks that are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to ensure efficient and effective production operations. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Assists in coordinating and prioritizing production jobs through completion to meet deadlines.
2. Receives logged print jobs and determines specifications for cost effectiveness.
3. Oversees the production of high-quality printing projects utilizing color management techniques to ensure color accuracy and the operation of printing machines to complete jobs.
4. Oversees the completion of bindery printing projects utilizing a cutter, folder, stitcher, spiral/comb punch, other bindery equipment and projects from outside vendors.
5. Compares vendor costs to ensure cost effectiveness in the operations of the department; orders paper and ink specific to each job; schedules outside bindery and other services as needed.
6. Performs prepress duties including working with designers, customers, and the public on outputting digital files, including a diverse range of software.
7. Tracks, orders, and maintains inventory of production printing materials and supplies, as necessary.
8. Works with immediate supervisor to determine job costs and prioritizes projects to meet deadlines.
9. Coordinates the delivery and pick up of printing projects from outside vendors.
10. Performs repairs and routine maintenance on equipment to ensure safety and productivity.
11. As requested, checks print proofs with customer for color and registration accuracy.
12. Assists instructors and provides guidance to students as needed.
13. Assists in the development of new procedures and systems within the department.
14. Remains cross trained in the basic needs of department practices to be able to perform other department duties as needed.
15. Follows accepted safety practices and safety guidelines, including interpreting Safety Data Sheets (SDS) of products used in the department.
16. Tests new inks, chemicals, and solutions to meet state guidelines.
17. Participates in District-provided in-service training programs.
18. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Standard methods, materials, tools, and equipment used in the maintenance and care of a comprehensive reproduction shop.
2. Current printing and graphics methods in the areas of production, software, maintenance, typography, typesetting, graphic design, and their related materials.
3. Basic principles and techniques of graphic arts, computer graphics, graphic design, page layout, and image editing.
4. Operational characteristics of a diverse range of off-set presses and digital printing equipment.
5. Computer-to-Plate technology and prepress practices.
6. Methods and techniques of troubleshooting and diagnosing routine equipment malfunctions.
7. Standard office practices and procedures.
8. Recordkeeping practices.
9. Business arithmetic.
10. Safe work practices.

Ability to:

1. Evaluate, organize, and schedule printing jobs.
2. Operate a diverse range of press and printing equipment and peripheral devices.
3. Estimate costs, keep records, and make reports.
4. Perform printing process from design to end product.
5. Select proper paper size, weight of paper, and proper inks for each project.
6. Perform basic preventative maintenance of equipment and tools.
7. Estimate costs, keep records, and make reports.
8. Follow mandated regulations in the handling and disposal of hazardous material.
9. Operate various equipment and tools such as a paper cutter, folders, drills, binding, and related equipment.
10. Understand and follow oral and written instructions.
11. Maintain a safe environment based on Cal-OSHA and other guidelines in handling and disposing material.
12. Maintain accurate logs, records, and basic written reports of work performed.
13. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
14. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
17. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
18. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and three (3) years of experience operating large offset presses and related equipment; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and printshop setting containing large reprographic machines and use specialized equipment. This is an office classification and frequent standing in and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned equipment. Employees in this classification stand, bend, stoop, kneel, and reach to operate the machinery and handle print jobs. Employees must possess the manual dexterity needed to perform fine maintenance procedures. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office or printshop environment with moderate to high noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Due to the nature of work, employees may come into contact with fumes, dust, and/or odors and may be exposed to mechanical and electrical hazards due to moving parts of the reprographic equipment. Employees may interact with individuals in interpreting and enforcing departmental policies and procedures.