

REPROGRAPHICS TECHNICIAN

CLASS SUMMARY

Under general direction, sets-up, programs and operates high-speed programmable production printers, computerized scanner and print server in a networked environment, and other related reprographic equipment. Performs difficult and specialized clerical work requiring detailed knowledge of the department's procedures, policies and precedents; processes incoming work, including pricing and job distribution; assumes responsibilities for execution of projects without close review; assumes and performs related duties and responsibilities as required.

REPRESENTATIVE DUTIES

Sets-up, programs and operates high-speed production printers, Docu-Color press, scan station, personal computer; operates various bindery and finishing equipment; receives, reviews and completes e-mailed digital and web-submitted documents for production, bookbinding, half folds, books, and color covers; digitally modify jobs to improve quality; conduct training sessions for users on submitting jobs via web, types of services offered, procedures and timelines requests and how to get the best results; follows-up for clarification on incoming work; responds to inquiries from customers regarding status of work; distributes completed work to faculty and staff; takes inventory and orders supplies as needed; prepares job tickets and distributes incoming work to appropriate work stations; maintain inventory of supplies; perform finishing duties such as folding, paper drill, shrink wrap, tape binder and padding; coordinates data for computer input related to continuing and special projects; maintains files and job schedules; files job jackets; prices jobs, records costs, compiles data for monthly billing totals and maintains files.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager in the Publications department.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of education and/or experience equivalent to an AA degree and a minimum of two years experience in the operation of high-speed production printers, and other reprographic equipment in a print shop or similar environment.

REPROGRAPHICS TECHNICIAN (continued)

Knowledge and Abilities

Knowledge of: Operation and care of high-speed production printers and other reprographic equipment. Competent ability in the use of database management presentation software applications and spreadsheet use, and bindery equipment procedures; terminology and techniques of printed materials; modern office practices and record keeping, costing, and filing procedures; departmental practices and procedures, as well as college rules, regulations, programs, and policies; word processing and desktop publishing.

Ability to: set-up, operate and maintain high-speed production printers, reprographic, and bindery equipment; operate computer system; maintain up to date knowledge of changes in technology, i.e. production printer hardware and software; learn general and specialized computer applications used by the department, make decisions in accordance with laws, ordinances, regulations and established procedures of the department; establish and maintain effective public relations; price and bill publication jobs; prepare accurate reports as directed; follow up on jobs independently to ensure accuracy and timeliness. Train new users in procedures and protocols for submitting work through the District web-submission program.

Skills: proficiency in operation of reprographics equipment and desktop computing; lifting and pushing heavy boxes.