

## **PHOTOTYPESETTING TECHNICIAN – LEVEL II**

### **CLASS SUMMARY**

Under general supervision – coordinates and implements the Publications Center telecommunications and disk interface systems for graphic production. Develops and maintains software and documentation for telecommunications/text processing. Produces draft and camera-ready copy of programmed computerized phototypesetting equipment with associated control functions; maintains and updates existing phototypesetting diskette files; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Operates programmed computerized phototypesetting equipment with associated control functions in producing draft and camera ready copy for catalogs, forms, instructional materials, policy and procedures documents, school newspaper, films, brochures, and similar materials of varied format and complexities; in consultation with the author, analyzes copy for production requirements; selects style, size and variety of type; processes phototypeset copy for reproduction; does paste-up and layout of camera ready copy; proofreads and edits copy on phototypesetter disks; clears layout with author and makes corrections as indicated; maintains processor to obtain clear photographable images; refiles data to maintain current and accurate disk files; maintains disk files for retrieval. Uses an AM Comp Set 3510 Phototypesetter. Coordinates and implements the interface systems. Writes programs on Shaffstall using several different code sets and Text Processing Language (TPL) to produce camera-ready copy of varied formats and complexities. Independently, and with consultant engineers by phone, troubleshoots and debugs programs, identifying various software/hardware failures. Trains staff and students in Display writer operation for typeset interface. Documents programs, maintains and updates multi-file management system. Reviews, reports and makes recommendations to improve systems, assures quality control while meeting critical deadlines for district projects. Assists in photographic darkroom using auxiliary equipment to expose, develop, and evaluate film and paper; mixes photographic chemicals; maintains VWR 18 film processor.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the Publications Manager and works with faculty, administrators, other college personnel, and students in determination of publication requirements for copy.

**PHOTOTYPESETTING TECHNICIAN – LEVEL II (continued)**

**DESIRABLE QUALIFICATIONS GUIDE**

**Training and Experience**

Any combination of training/experience equivalent to specialized training in computerized AM Varsityper phototypesetting equipment. Combination of training and experience in word processing and computer programming principles, a high level language such as BASIC or Pascal, and text processing language. Experience in design layout and paste-up photo mechanicals.

**Knowledge and Abilities**

Thorough Knowledge of: Capabilities and limitations of complex programmable phototypesetting computers and auxiliary equipment. Creation and interpretation of abstract, linear reasoning into artistic graphic representations.

Good Knowledge of: English, spelling, punctuation, hyphenation, grammar and basic composition skills.

Knowledge of: Uses, operation, and care of work processing and programmed computerized phototypesetting equipment; form, design and layout techniques; formats, spacing and readability of printed documents; Model 5404 Video Display input, off-line text editing; Computer Center (Honeywell) terminal to include class schedules, staff directories, etc.; Shaffstall Media Com 5000 with software for compset Telecommunications asynchronous and bisynchronous; IBM DisplayWrite (SS SD & DS DD), parallel GPI port, write Shaffstall arrays, IBM PC MS DOS (PC interface); phototype paper processor.

Ability to: Apply the principles of production, efficient work flow procedures, principles of camera and printing parameters; train staff and students to interact with publications disc interface systems; organize and prioritize workload; operate and maintain word processing and programmed computerized phototypesetting equipment; type statistical and bilingual materials; follow oral and written instructions; establish and maintain effective relationships with faculty, administrators, other college personnel and students; layout and paste-up of job; determine most effective method for achieving desired copy results; learn functions of each of the printed circuit boards; write arrays using basic programming language; work independently.

Skills: Type 60 words per minutes; demonstrated proofreading skills.