

PUBLICATIONS SPECIALIST

CLASS SUMMARY

Under general supervision – assists in planning, coordinating, scheduling and inspecting the work performed by all publications personnel including typesetters, lithographers and reprographics technicians; performs skilled work in the operation of a variety of offset and related photographic and duplicating equipment for the preparation and duplication of a wide variety of printed materials; confers and interacts with faculty and staff; performs other related duties as assigned.

REPRESENTATIVE DUTIES

Assists in planning, coordinating, scheduling and inspecting the work performed by publications personnel; instructs subordinate employees in the proper and safe use of materials and equipment; confers with and assists faculty and college personnel in preparing camera ready copy.

Operates offset camera and duplicating equipment in the reproduction of a wide variety of printed materials, including multi-color work; prepares negatives and plates for offset press; performs opaquing and masking; mixes printing chemicals; inventories printing supplies; operates other equipment as necessary, such as photocopy, binding, collating, jobbing, cutting, and paper drilling equipment; may supervise student assistants; adjusts, cleans, and makes minor repairs to offset duplicating equipment; keeps abreast of new lithographic and binding processes in the printing industry. The offset duplicating equipment are the 1250 Multilith and T-51 color head, 2850 multigraph press, and the 25” Harris with micro-flo water system

ORGANIZATIONAL RELATIONSHIPS

This class reports to the designated manager in the Publications department, may direct subordinate employees and student workers, and may assist faculty, other college personnel and other students in preparing camera-ready copy. This is a working lead position over all the workstations in the publications area.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and/or experience equivalent to four years journey level duties in printing shops involving experience in the operations of camera, stripping, plate-making, and a wide variety of publications equipment.

PUBLICATIONS SPECIALIST cont'd

Knowledge and Abilities

Journey level knowledge of: principles of supervision; operation and maintenance of offset duplicating equipment; proper trade practices, procedures, terminology and techniques required for various effects; various types of inks, paper stock and other supplies used, their characteristics, best uses and limitations; principles, tools, materials, and equipment used in binding and finishing.

Ability to: set up, adjust, and operate offset duplicating equipment and other equipment used; clean and maintain equipment in good working condition; prepare material for photographic; organize work and estimate time and materials required; estimate needed supplies; learn new procedures and the operation of new equipment rapidly; understand and carry out written and oral instructions.

License: valid California Motor Vehicle Operator's License.

Skills: proficiency in the operation of modern offset printing equipment, lifting and pushing heavy boxes of paper.