

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRINTING SERVICES TECHNICIAN

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Printing Services Supervisor, utilize desktop publishing equipment to produce quality copy for the publication of College printed material; perform a variety of print shop related duties.

REPRESENTATIVE DUTIES:

Perform a variety of duties to facilitate desktop publishing work flow including layout, paste up, and graphic design utilizing various software applications to produce quality copy for the publication of College printed material. *E*

Operate high speed photocopy and other related equipment to reproduce a variety of instructional and information material; package and label for distribution to campus mail boxes. *E*

Exercise basic artistic judgment and discretion to organize and design graphic and printed materials according to originator's specifications; communicate with originator to ensure timely and accurate production. *E*

Maintain records and logs of printing operation; calculate printing services fees for College departments such as paper and supply costs; input into computer and bill departments according to established procedures; research and prepare cost analysis for printing jobs. *E*

Operate a variety of specialized office equipment, such as a personal computer and related software applications, digital copy machine, scanner, collator, folder, paper cutter and other related print shop equipment. *E*

Perform skilled layout, printing, high speed copying and binding work including multi-page, multi-color process work; collate, assemble and staple booklets and other printed material. *E*

Act as a resource for District personnel to troubleshoot related software application problems as needed.

File and maintain billings, art work and other related documentation.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Desktop publishing equipment and related software applications.
Proofing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.
Record-keeping and cost estimate techniques.
Alpha and numeric filing systems.

ABILITY TO:

Operate a variety of office and bindery equipment such as a personal computer, digital copy machine, scanner, folder, and collator.
Utilize various software applications related to operations such as Microsoft Office (Word, Excel, and PowerPoint), WordPerfect, PageMaker and Photoshop and other related programs.
Understand and follow oral and written directions.
Meet schedules and time lines.
Determine appropriate action within clearly defined guidelines.
Maintain routine records related to work performed.
Type at an acceptable rate of speed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year responsible experience operating desktop publishing equipment.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS:

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Print Shop Environment:

While performing the duties of this job the employee is required to perform moderate lifting; bend at the waist; use hands and fingers to type or handle materials; and see to operate equipment and observe quality of work.

Incumbents may be exposed to noise from equipment operation and printing chemical fumes.