

## **PRINTING TECHNICIAN**

### **DEFINITION**

Under general direction, plans, coordinates, and produces District Office/campus printing and duplicating requirements; and coordinates mail, records retention services, and maintains inventory of various documents, records, and supplies.

### **TYPICAL DUTIES**

Coordinates print production and technical operations of District Office/campus printing. Schedules projects according to established internal/external timelines; coordinates timelines and deadlines; and plans, coordinates, and produces District Office/campus printing and duplicating requirements. Develops production cost schedules. Takes responsibility for all pre-press production which includes negative stripping, plate making, and production of halftones and velox; and coordinates and assists in the preparation, organization, selection and production of printed material. Ensures that printing material is of high quality. Takes responsibility for the maintenance and operations of all presses, duplicators, and related equipment in the District printing operations. Performs minor operational facility details of the District Office/campus and duties of duplicating clerk services when necessary. Operates office machines, such as copier, scanner, fax machine, and personal computer. Communicates with students, staff, and other individuals to disseminate or explain information. Assists in training staff and student help assigned to the department. Maintains accounting of expenditures and chargebacks; maintains inventory system for district-wide forms, supplies and materials; coordinates the activities of the mail room center and receiving room; coordinates the records retention activity between District Office/campus and warehouse; prepares budgetary estimates and reports for printing activity; and prepares specifications for quotes and bids for vendor production. Performs related duties as required.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Three years of experience in operating multi-color printing presses and other printing/duplicating equipment; and performing pre-press functions, including negative stripping and plate making.

NOTE: Additional qualifying experience may be substituted on a year-for-year basis.

#### **EDUCATION**

Completion of an Associate of Arts degree with emphasis in printing or graphic arts, or related subjects.

#### **KNOWLEDGE OF**

Knowledge of the organization, operation, and current practices of printing and publishing trades, including operation of multi-colored presses, duplicators, negative stripping, plate making, and half-tones and velox production; printing/mailroom equipment and methods including copying, finishing and mailing equipment; the use of printing, production methods and materials; and cost allocations and billing methods for print production and supplies. Knowledge of theory and application of color, design, and layout; and printing and machine maintenance. Knowledge of numbers and arithmetic, including their

operations, interrelationships, and their applications; the college budget process; and administrative and clerical procedures and systems. Knowledge of computer systems including spreadsheets, word

processing and related applications for perpetual inventory systems; correct English usage, spelling, and vocabulary; letter and report writing formats; and training processes.

### **SKILL IN**

Skill in developing approaches for implementing an idea; generating a number of different approaches to problems; and observing and evaluating the outcomes of a problem solution to identify lessons learned or redirect efforts. Skill in knowing how to find information and identifying essential information; and reorganizing information to get a better approach to problems or tasks. Skill in maintaining equipment; and working with numbers and budgets. Skill in listening to what other people are saying and asking questions as appropriate; communicating effectively with others orally and in writing as indicated by the needs of the audience; and training others.

### **ABILITY TO (ESSENTIAL FUNCTIONS)**

The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to plan, organize, coordinate and direct the work flow of printed material production and mail service operations. The ability to operate prepress, multi-color press, plate makers, and other printing and duplicating equipment; use typesetting and graphics equipment as necessary; and distinguish between colors to match pantone colors. The ability to write, edit, and design campus publications and marketing pieces. The ability to maintain a reporting system for project chargebacks. The ability to work independently with minimum supervision; correctly follow directions or a given rule or set of rules in order to arrange things or actions in a certain order; learn, interpret and apply specific rules and policies with good judgment; and analyze situations accurately and recommend effective action. The ability to operate modern office equipment; operate computer systems related to inventory control, cost allocation systems, and other related systems; ability to prepare various spreadsheets and word processing work. The ability to add, subtract, multiply, or divide quickly and correctly; and read and write at the level required for successful job performance.

### **TYPICAL EQUIPMENT USED (May include, but not limited to)**

Modern office machines; such as copier, scanner, fax machine, and personal computers; typesetting and graphics printing equipment, and plate making equipment.