

REPROGRAPHIC SERVICES TECHNICIAN

DEFINITION

Under general supervision, plans, organizes, leads, and participates in the functions and activities of the reproduction service unit; performs skilled technical layout, setup, and production tasks, utilizing printing presses, high speed digital copiers, and related material reproduction equipment; performs other related work as assigned and/or required.

ESSENTIAL DUTIES

- plans, organizes, and coordinates the more technical functions of the reprographic unit including service priority determination and the scheduling of production tasks
- reviews duplication requests and advises users regarding material layout, design, paper and ink qualities, and production time lines
- assists in the review, analysis, and evaluation of material printing and duplication requests to determine the feasibility of in-house production
- performs skilled technical printing production related tasks, including the development of paper and metal plates, layout, and camera work
- estimates material and labor costs for each project, and communicates the estimate to the service user
- participates in the maintenance of a data information, storage, and retrieval system, including a variety of production files and records
- actively participates in the budget planning and expenditure control process, including the calculation of project costs and production charge backs
- operates two color offset presses, high speed digital copiers, graphic process cameras, and a variety of other peripheral printing machines and equipment
- assists in the planning and conduct of reprographic and District personnel concerning the operational capabilities of the reprographic unit
- may offer technical evaluation detail regarding the performance of reprographic personnel

QUALIFICATIONS

Ability to: Effectively and efficiently plan, organize, and participate in the operation of the reprographic unit; perform skilled and technical printing production functions; implement and maintain a complex data and information management, storage, and retrieval system; accurately estimate labor and material costs, and project production scheduling; effectively organize and lead reproduction personnel; understand and follow oral and written directions with minimal accountability controls; establish and maintain cooperative working relationships.

Knowledge of: Methods, procedures, and techniques of printing production and graphic art processes and procedures; modern reprographic materials, supplies, and equipment, including a variety of peripheral printing, copying, binding, graphic process camera equipment; printing format, design, layout, and preparing of camera ready material for print production functions; ink and paper properties, characteristics and specific uses; English usage, grammar, punctuation, and mathematical calculations; safe working methods and procedures.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- will frequently exert 25 to 50 pounds of force to lift, carry, push, pull, or otherwise move objects
- will involve walking or standing for extended periods of time, and sitting a portion of the time
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be able to provide oral information, both in person and over the telephone
- must possess the manual dexterity to operate business related equipment and, to handle and work with various materials and objects

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of journey level experience in production printing. Experience in graphic arts, photography, layout, and setup functions is desirable.

Education: Verification of a High School diploma, a GED certificate, or a higher degree. Supplemental course work or training in production printing, graphic arts, photography, or related subject areas is desirable.

License Requirement: Possession of a valid California Motor Vehicle Driver's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

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