

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRINTING SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Media and Community Relations or designee oversee all campus printing operations; assure that work orders are received and prioritized in the order they are needed; sets and meets critical printing deadlines; assure finishing, packaging and distribution of printed materials; organize, schedule assign and review printing work; supervise student workers; assist with desktop publishing and clerical duties in Communications Department; operate computer using desktop publishing software and a variety of digital computer controlled high- speed publishing systems, including networked digital printers, color copiers and binding equipment; receive, evaluate and schedule work requests and maintain in the Center.

REPRESENTATIVE DUTIES:

Organize and coordinate campus printing and duplication operations; assure that work orders are received and prioritized in the other they are needed; assure that work orders are printed, duplicated, bound, folded, stapled, cut, padded or otherwise finished as requested.

Assist Communications Department in desktop publishing, digital graphic design and photography;

Consult with administrators, faculty, students, and staff to provide technical expertise regarding campus printing needs.

Operate a variety of specialized equipment such as computer, scanner, digital camera, industrial grade copiers, folder, printer, small copiers and other related equipment.

Track campus printing costs and needs, assure adequate stock paper and other material and supplies; obtain cost supplies from vendors and suppliers; order required materials in accordance with established purchasing procedures; prepare estimates of time and materials as required.

Maintain current knowledge of trade terminology, printing processes, specialized equipment, graphic design trends and technological equipment advances in the field.

Recommend the purchase, repair or replacement of copiers, insure that the Publications Department copiers function properly and other services and supplies as needed; maintain and make minor adjustments to equipment.

Train and provide work direction and guidance to student assistants; provide technical guidance and monitor work methods and progress; assign and review student work.

Prepare and maintain basic records related to the status, progress and costs of printing projects.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

The knowledge of the Printing Coordinator needs to evolve with the advancement of the graphic arts technology. Currently, the following knowledge is required:

KNOWLEDGE OF:

Methods, equipment and materials used in modern printing operations and activities.
Forms designs, digital graphic design, such as Adobe PageMaker, Photoshop, Illustrator, Corel Draw, Word Perfect and FotoLook.
Operation of high speed copiers.
Printing and graphic techniques and methods.
Types of paper used in the production of various materials.
Proper use, handling, storage and disposal of hazardous materials and chemicals used in printing work.
Customer relations skills.
Recordkeeping methods and techniques.
Principles of training.
Correct English usage, grammar, spelling punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, diplomacy and courtesy.
Budget preparation and administration.
Planning and organizational skills.
Technical aspects of field of specialty.
Health and safety regulations.

ABILITY TO:

Plan, organize, and coordinate campus printing operations.
Assure the timely receipt, prioritizing, scheduling and completion of work requests.
Communicate with College personnel regarding work requests, production schedules, conflicts and questions.
Operate modern office equipment such as microcomputer and peripherals, calculator, copier and facsimile machine.
Design camera-ready copy using state-of-the art desktop publishing and graphic design software.
Perform digital photography.
Operate printing equipment safely, effectively and efficiently.
Make minor adjustments to maintain equipment in good working condition.
Establish and maintain cooperative and effective working relationships with others.

ABILITY TO: (continued)

Maintain inventory of supplies and other related records.

Communicate effectively both orally and in writing.

Maintain current knowledge of technological advances in the field.

Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Analyze situations effectively and adopt an effective course of action.

Work independently with little direction.

Work effectively with others to meet schedules and timelines.

Exercise independent judgment.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years of increasingly responsible experience working in printing computer layout and/or graphic design.

WORKING CONDITIONS: Duties are primarily performed in a printing environment. The incumbent is subject to operating equipment with moving parts. The incumbent is continually exposed to fumes and noise electrical shock from electronic equipment. Must handle and dispose of hazardous materials according to legal and acceptable guidelines. The incumbent is subject to extensive contact with other employees, constant interruptions and demanding timelines.

PHYSICAL DEMANDS: The employee in this classification is regularly required to stand or sit for a long periods of time; use hands to finger, handle, or feel objects, machines, tools or controls; and reach with hands and arms. The employee frequently is required to bend crouch or kneel to operate or maintain equipment; and speak clearly and hear to receive or provide instructions or information. The employee must regularly lift, carry and/or move objects weighing up to 50 pounds. The employee must see clearly enough to read fine print, operate equipment and distinguish colors.