

PRINTING SERVICES OPERATOR

Series Specification

Printing Services Operator I

Printing Services Operator II

Printing Services Operator III

DEFINITION

This series specification describes three classes used to draft and duplicate materials, to maintain and operate duplicating equipment including a microcomputer and photo-offset press, to process and distribute mail; and to do related duties as assigned.

TYPICAL DUTIES

Printing Services Operator I: Prepares documents for copying/reproduction, printing, strips negatives and burns plates. Performs sorting, folding, collating, cutting, hole punching, stapling, stitching and other finishing processes. Operates and performs minor maintenance on high speed copiers, collating, hole punching, cutting, stitching and folding equipment. Orders and maintains copying supplies and materials. Receives, sorts, and distributes incoming mail on a campus-wide basis; and sorts, weighs, packages, seals, stamps, and insures as needed, out-going mail on a campus-wide basis. Answers telephone, responds to requests, delivers messages, and runs errands. Communicates with students, staff, and other individuals to disseminate or explain information. Prepares routine correspondence. Operates office machines, such as photocopier, fax machine, shredder and personal computer. Performs related duties as required.

Printing Services Operator II: Prioritizes work based on when jobs come in and the availability of equipment; and prepares documents for copying/reproduction. Operates offset duplicating machines including the typing, composition, and arrangement of copy-ready proofs, the preparation of metal and paper masters, the adjustment of paper feed and guides, ink rollers, ink and repellent flows, and collation equipment; and performs a variety of duties in the operation of direct impression duplicating machines and the preparation of materials to be reproduced, under direct supervision. Operates and maintains computers in print production and/or photo offset press as well as related equipment under general supervision; performs multiple color or halftone offset procedures as needed; performs progress work, such as stripping of negatives, plate-making, layouts, and paste-ups; and performs skill level production and color work. Operates and maintains collation, cutting, folding, hole punching, binding and stapling equipment in the final preparation of copied material; and performs sorting, folding, collating, cutting, hole punching, stapling, stitching and other finishing processes. Performs minor maintenance tasks on offset duplicating machines, high speed copiers and the minor adjustment and cleaning of equipment to maintain it in proper working condition; and cleans and maintains camera equipment. Maintains work flow logs, supply inventories, and job files; orders and maintains copying and printing supplies, materials and equipment; and prepares paper stock sizes and cuts to sizes needed. Organizes and performs mailroom and receiving room duties; receives, sorts, and distributes incoming mail on a campus-wide basis; sorts, weighs, packages, seals, stamps, and insures as needed, out-going mail on a campus-wide basis; and distributes office supplies. Answers telephone, responds to requests, delivers messages, and runs errands. Operates standard office equipment and personal computer. Prepares routine correspondence; and prepares finished documents from e-mail. Assists in the training of Printing Services Operator I personnel. Performs related duties as required.

Printing Services Operator III: Implements department policies and procedures; coordinates the activities of the printing services functions; plans and organizes the work flow of printing services functions; schedules

projects according to established internal and external timelines; and prioritizes work based on when jobs come in and the availability of equipment. Provides technical advice to requesting offices concerning duplication projects. Prepares documents for copying/reproduction. Operates offset duplicating machines including the typing, composition, and arrangement of copy-ready proofs, the preparation of metal and paper masters, the adjustment of paper feed and guides, ink rollers, ink and repellent flows, and collation equipment; performs a variety of duties in the operation of direct impression duplicating machines and the preparation of materials to be reproduced; and operates and maintains copying and other printing equipment as needed. Operates and maintains computers in print production and/or photo offset press as well as related equipment; performs multiple color or halftone offset procedures as needed; performs progress work, such as stripping of negatives, plate-making, layouts, and paste-ups; and performs skill level production and color work. Operates and maintains collation, cutting, folding, hole punching, binding and stapling equipment in the final preparation of copied material; and performs sorting, folding, collating, cutting, hole punching, stapling, stitching and other finishing processes. Performs minor maintenance tasks on offset duplicating machines, high speed copiers and the minor adjustment and cleaning of equipment to maintain it in proper working condition; and cleans and maintains camera equipment. Maintains work flow logs, supply inventories, and job files; inventories materials and supplies needed for duplication projects and district office use; orders and maintains copying and printing supplies, materials and equipment; and prepares paper stock sizes and cuts to sizes needed. Plans, organizes and leads the work flow of the mailroom center and receiving room; organizes and performs mailroom and receiving room duties; receives, sorts, and distributes incoming mail on a campus wide basis; sorts, weighs, packages, seals, stamps, and insures as needed, out-going mail on a campus wide basis; and distributes office supplies. Answers telephone, responds to requests, delivers messages, and runs errands. Operates office machines, such as photocopier, fax machine, shredder and personal computer. Prepares routine correspondence; and prepares finished documents from e-mail. Assists in the training of Printing Services Operator personnel and other staff. Performs related duties as required.

ALLOCATION FACTORS

Level of difficulty, variety and complexity of assigned tasks; breadth and scope of technical knowledge required.

LEVEL DESCRIPTIONS

Printing Services Operator I: The entry and first working level class of the series. Under direct supervision, performs a variety of duties in the operation of direct impression duplicating machines and the preparation of materials to be reproduced.

Printing Services Operator II: The full journey level class of the series. Under general supervision, operates and maintains microcomputers in print production and/or photo offset press as well as related equipment. Performs jobs assigned to Printing Services Operator I and may assist in their training; performs progress work, such as stripping of negatives, plate-making, layouts, and paste-ups; performs skill level production and color work; organizes and performs mailroom and receiving room duties.

Printing Services Operator III: This is the lead person level of the series. Performs tasks with minimal supervision; assists in staff training; performs pre-press work, such as stripping of negatives, plate making, layouts and paste ups; performs skill level production and color work; and organizes and performs mailroom and receiving room duties.

QUALIFICATIONS

Promotional

General

Printer Services Operator I

None.

One year of general clerical experience.

Printing Services Operator II

One year of experience in Los Rios CCD performing clerical duties at the level of Printing Services Operator I.

One year of experience using duplicating/copier/mailroom/receiving equipment or as an offset press operator or as a microcomputer operator in print production.

Printing Services Operator III

Three years of experience in Los Rios CCD performing clerical duties at the level of Printing Services Operator II.

Three years of experience as an offset press operator or as a microcomputer operator in print production.

SPECIAL REQUIREMENT

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

All Levels:

Knowledge of printing/mailroom equipment and methods including copying, finishing and mailing equipment. Knowledge of administrative and clerical procedures and systems; receptionist and telephone techniques; and numbers and arithmetic, including their operations, interrelationships, and their applications.

Printing Services Operator II and III: Knowledge of printing/mailroom equipment and methods including copying, finishing, and mailing equipment; operation and care of offset and direct impression duplicating machines and paper and metal plate making and related equipment; and the operation of microcomputers used in print production. Knowledge of stripping film for the use of metal plate processes; composition, layout and paste-up techniques; and the tools and procedures needed to perform repairs on an offset press. Knowledge of administrative and clerical procedures and systems; and receptionist and telephone techniques. Knowledge of numbers and arithmetic, including their operations, interrelationships, and their applications; common computer applications such as word processing, spreadsheets, and databases; correct English usage, spelling, and vocabulary; and letter and report writing formats.

Printing Services Operator III: Knowledge of stockroom equipment, supplies and materials. Knowledge of the principles of effective work relations and training methods.

SKILLS IN

All Levels: Skill in listening to what other people are saying and asking questions as appropriate; understanding written sentences and paragraphs in work related documents; and communicating effectively

with others orally and in writing as indicated by the needs of the audience.

Printing Services Operator II: Skill in holding registration on a printing press. Skill in listening to what other people are saying and asking questions as appropriate; understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience.

Printing Services Operator III: Skill in listening to what other people are saying and asking questions as appropriate; understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience.

ABILITY TO (ESSENTIAL FUNCTIONS)

All Levels: 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 operate duplicating/copying equipment, and folding, cutting, collating, hole punching and other finishing equipment; and identify functioning/malfunctioning equipment. The ability to operate modern office equipment and computers; deliver mail, parcels and finished products to other departments; and unload and stock supplies. The ability to follow directions; and work independently with minimum supervision. The ability to read and write at the level required for successful job performance; learn, interpret and apply specific rules and policies with good judgment; and add, subtract, multiply, or divide quickly and correctly.

Printing Services Operator II: 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 operate offset plate maker, offset press and related printing services equipment; operate duplicating/copying equipment, and folding, cutting, collating, hole punching and other finishing equipment; operate multiple presses and/or copiers simultaneously; distinguish between colors to match pantone colors; and do multi-color work on a printing press. The ability to identify functioning/malfunctioning equipment. The ability to correctly follow directions or a given rule or set of rules in order to arrange things or actions in a certain order; and work independently with minimum supervision. The ability to read and write at the level required for successful job performance; learn, interpret and apply specific rules and policies with good judgment; and add, subtract, multiply, or divide quickly and correctly. The ability to operate modern office equipment; and perform clerical work of average difficulty including correct spelling and English usage.

Printing Services Operator III: 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 and direct the duplicating and mail service operations; analyze data; and work out solutions for operational problems. The ability to perform pre-press work such as stripping of negatives, plate making, layouts and paste ups; perform skill level production and color work; operate offset plate maker, offset press and related printing services equipment; operate duplicating/copying equipment, and folding, cutting, collating, hole punching and other finishing equipment; operate multiple presses and/or copiers simultaneously; distinguish between colors to match pantone colors; and do multi-color work on a printing press. The ability to identify functioning/malfunctioning equipment; correctly follow directions or a given rule or set of rules in order to arrange things or actions in a certain order; and work independently with minimum supervision. The ability to read and write at the level required for successful job performance; learn, interpret and apply specific rules and policies with good judgment; and add, subtract, multiply, or divide quickly and correctly. The ability to operate modern office equipment; and perform clerical work of average difficulty including correct spelling and English usage.

Physical and Environmental Factors:

Maneuver, stand, lift, reach, and/or bend repeatedly in the performance of duties; lift heavy objects (up to 70 pounds) with and without assistance using appropriate lifting techniques; and climb and work on ladders.

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

Computer, typewriter, fax, copier, shredder, offset plate maker, offset press and related printing services equipment.