

## Reprographics Technician, Senior

### Definition

To operate and produce varied printed materials utilizing digital imaging and other related printing equipment.

### Distinguishing Characteristics

**Reprographics Production Coordinator** - Positions in this classification perform skilled duties in the reproduction of materials using high speed photocopy machines and provide coordination of the day-to-day operations of a college reprographics unit.

**Reprographics Production Coordinator, Senior** - This classification is distinguished from the Reprographics Coordinator by the coordination of a variety of districtwide reprographics services as opposed to a single college reprographics unit.

### Supervision Received and Exercised

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### Examples Of Duties

Duties may include, but are not limited to, the following:

- Receives, interprets, prepares and produces various technical orders, such as forms, binding, folding and drilling work.
- Maintains contact with staff to clarify printing requests and resolve problems.
- Produces readers, workbooks and other supplemental classroom materials for resale at college bookstore.
- Troubleshoots and repairs reprographics equipment.
- Prepares printed materials for storage and delivery; delivers small quantities of materials as required.
- Performs inventory checks on print shop supplies, keeps records of materials used; requisitions necessary supplies; maintains stock inventory.
- Updates print shop material pricing based on vendor costs.
- Organizes, prioritizes and schedules assigned work based upon departmental policies.
- Ensures work area is maintained in a clean, safe and organized condition; places maintenance calls with outside vendors; coordinates with service providers to ensure timely repairs on reprographic equipment.
- Communicates with college IT to troubleshoot print shop and copy center network problems and other computer and print server related issues.
- Responds to general inquiries regarding the status of work requests and other requests for general information.

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- Schedules other reprographic personnel.
- Perform related duties as assigned.

### Minimum Qualifications

Knowledge of:

- Operation and basic maintenance requirements of reprographic equipment.
- Digital copy print tools and equipment.
- Reprographics software.
- Equipment and production techniques.
- Troubleshooting a full range of copy and print equipment.
- Supplies and materials used in reprographics.
- Current technology systems used in a print shop environment.
- Effective business practices as it relates to purchasing, stocking and budgeting for a print shop.
- Relevant copyright laws and policies.
- Modern software applications (Microsoft Office Suite, etc.).
- Printer networking systems.
- Best practices of customer service.

Skill/Ability to:

- Operate a full range of high-speed copying, offset and printing equipment used in a print shop.
- Plan and schedule work for standard and special work orders.
- Maintain records and logs and prepare reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### Education/Experience

- Possession of a high school diploma/GED or the equivalent.
- Three (3) years of experience performing reproduction duties in a production lab or print shop.

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