

Reprographics Technician

Definition

To operate and ensure proper functioning of in-house printing and copying equipment utilized in the reproduction of varied printed materials.

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, prepares and runs various technical orders, such as forms, binding, folding and drilling work, using print shop mechanical equipment.
- Produces readers and workbooks and other supplemental classroom materials for resale at college bookstore.
- Troubleshoots and repairs reprographics equipment.
- Maintains records of materials used.
- Prepares printed materials for storage and delivery; delivers small quantities of materials as required.
- Updates print shop material pricing based on vendor costs.
- Ensures work area is maintained in a clean, safe and organized condition; places maintenance calls with outside vendors and coordinates with service providers to ensure timely repairs on copy and print equipment.
- Perform related duties as assigned.

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Minimum Qualifications

Knowledge of:

- Basic business office practices and procedures.
- Digital copy print tools and equipment.
- Basic troubleshooting of duplicating and printing equipment.
- Supplies and materials needed for reproduction.
- Current technology systems used in a print shop environment.
- Effective business practices as it relates to stocking and inventory 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:

- Understand and carry out both oral and written directions.
- Operate offset copying and offset equipment used in a print shop, in a safe and effective manner.
- To schedule and adhere to timelines for printing services.
- Understand faculty and college needs regarding reproduction and supplies.
- 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, socio-economic, 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.
- Two (2) years of experience performing offset reproduction duties in production lab or print shop.

Adopted: 07/01/17