

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Printer	Range:	37
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing skilled and specialized work in the development, coordination and reproduction of various printed or typewritten materials; and operating duplicating machines and large offset presses.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Consults with designers to develop high quality, cost-effective printed materials; ensures production compatibility with equipment; provides information and resolves problems regarding print jobs for departments and staff.
2.	Trains and directs the work of assigned personnel in the production of print jobs.
3.	Operates, adjusts and maintains one-head and T-head offset presses to reproduce single or multi-color print jobs; operates and runs multi-color and 4-color registration jobs on large offset presses.
4.	Operates and maintains camera and processor to create materials used in pre-press production stages; makes enlargements, reductions and produces quality negative and positive halftones or line shots.
5.	Operates platemaker and develops offset printing plates; strips and opaques negatives.
6.	Adjusts paper feed and guide for different weights and sizes of stock; cuts stock for print jobs.
7.	Maintains duplicating master files and records; consults with vendors and service representatives regarding equipment and materials.
8.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
9.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
10.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Printer maintains frequent contact with various departments, staff, and outside vendors.

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EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

Four years experience in the operation of offset process duplicating machines and large offset presses
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of proper trade practices, procedures, terminology, and techniques required for various graphic effects

Knowledge of operation and care of offset duplicating machines, large offset presses and metal plates

Knowledge of ink, paper stock and chemicals used in reprographics work

Knowledge of four-color and multi-color process with tight registration

Knowledge of preparation of paper and metal plates, and power and manual finishing equipment

Ability to make minor adjustments to duplicating machines and maintain them in good working order

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to train and provide work direction to others

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

College or District duplication room; subject to lifting (up to 50 pounds unassisted); subject to fumes from printing chemicals and solutions; subject to constant noise and long periods of standing.
