

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Printing/Production Specialist

DEFINITION

Under general direction, performs a variety of technical and support services involving printing and production operations; performs cost analysis and establishes and maintains production schedules; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Manager, Printing and Production Services

SUPERVISION OVER

None, however, may give directions to other printing and production personnel including the Lead position in the coordination and scheduling of work projects.

DUTIES AND RESPONSIBILITIES (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Print Shop Operations

Coordinates, schedules, facilitates and monitors printing and production services for the Sacramento County Office of Education (SCOE); reviews online print requests; organizes and implements a production work schedule for processing requests; maintains job log for assigned projects; creates and implements an accountability system for each phase of the production schedule to insure the timely completion and availability of projects; provides direction and support during schedule interruptions to accommodate emergency requests; operates printing presses, cameras and other production equipment as needed; performs monthly safety inspections on equipment and record-keeping; inspects and verifies completed projects meet quality standards; monitors all printing systems to insure appropriate and safe procedures are followed as required by operation manuals; maintains inventory of paper, bindery supplies, toner, and other consumables; performs other related duties commensurate with the requirements of the printing and production department.

Consultation/Client Services

Provides consultation and assistance to clients during project development regarding the printing production process including how to coordinate and facilitate the project's requirements in a timely manner, formulating and preparing print requests, choosing appropriate paper and ink combinations, and the impact of choosing the appropriate paper quality for the finished print job; recommends various printing systems including cost analysis and timeline impacts for specified projects; acts as a resource to advise SCOE and district clients regarding appropriate printing and production methods to meet print needs within budgeted goals; coordinates printing and production requirements with outside vendors as necessary.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including progressively responsible experience working as a lead in business printing and production needs; extensive customer service experience; experience in print and production cost analysis; experience operating offset presses, and related equipment.

Knowledge of:

Print shop operations including the relationship between graphic artwork, offset printing, and computer generated printing products; procedures for estimating job costs, supplies, and related materials and resources; maintaining print and copy schedule formats to meet shop needs; standard software applications and desktop publishing programs including Publisher, In-Design, Adobe Illustrator and other related programs; and safety regulations including the safe use of chemicals related to the printing process.

Skill and Ability to:

Effectively coordinate priorities of various production functions simultaneously; follow strict production timelines; organize and conduct production meetings with a variety of clients; effectively communicate in both oral and written form; exercise a high degree of judgment and utilize various strategies regarding project development and the production process; interface emergency requirements into the production process; prepare job cost estimates; troubleshoot and perform operator maintenance on copiers, presses and other related production equipment; operate a variety of printing production and office equipment; make basic changes in Publisher, In-Design, Adobe Illustrator and other desktop publishing programs; manipulate documents to prepare for printing and typesetting; determine paper types, weights, finishes and sizes; provide technical direction and support to staff and clients; lift and carry supplies, operate electric pallet jack; printed materials, and bulk paper; establish and maintain cooperative working relationships with staff and clients.

Revision approved by the Personnel Commission 1/12/10

Revision approved by the Personnel Commission 8/8/06

Approved by the Personnel Commission 5/18/99