

Sacramento County Office of Education Job Description

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

Appropriate administrator

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 and corrects online print requests; organizes and implements a production work schedule for processing requests; develops database and maintains job log for assigned projects; updates and maintains data in Print Shop software system; assists in the submission of online print requests; creates and implements an accountability system for each phase of the production schedule to ensure the timely completion and availability of projects; researches, evaluates, and forecasts trends in commercial printing technology and processes; provides direction and support during schedule interruptions to accommodate emergency requests; operates printing production equipment as needed; performs monthly safety inspections on equipment and record-keeping; maintains production schedule to ensure the timely delivery of print jobs; inspects and verifies that completed projects meet quality standards; monitors all printing systems to ensure appropriate and safe procedures are followed as required by operation manuals; maintains inventory of paper, bindery supplies, toner, and other consumables; orders supplies and verifies accuracy of billing; creates and submits purchase requisitions and obtains quotes for outside print work as needed; provides training to staff on equipment and the online print request software system; 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 design elements and the printing production process including how to coordinate and facilitate the project's requirements in a timely manner, formulating and preparing print requests, assisting in design and typesetting, choosing appropriate paper and ink combinations, and the impact of choosing the appropriate paper quality for the finished print job; conducts cost analysis and timeline impacts for specified projects; acts as a technical resource to advise SCOE, outside agencies, other county offices, and district clients regarding appropriate printing and production methods to meet print needs within budgeted goals; coordinates competitive quotes and prices, printing, and production requirements with outside vendors as necessary; maintains current knowledge of innovations in digital print work and equipment.

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 digital printers, and related printing/production 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; print ready digital file preparation; standard software applications and desktop publishing programs including Adobe Acrobat Professional, Microsoft Publisher, Adobe In-Design, Adobe Illustrator, and other related programs on various platforms; and general safety regulations.

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 forms with diverse groups; 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 printers and other related production equipment; operate a variety of high-speed digital printing production and office equipment; make changes in Publisher, In-Design, Adobe Illustrator, and other desktop publishing programs; manipulate documents to prepare for printing and typesetting; create digital print-ready files; determine paper types, weights, finishes, and sizes; provide technical direction and support to staff and clients; work independently with minimal supervision; keep current on printing technology techniques; lift and carry supplies, printed materials, and bulk paper; operate pallet jack; establish and maintain cooperative working relationships with staff and clients.

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