

Sacramento County Office of Education Job Description

Classification Title: Lead Printing Services Technician

DEFINITION

Under general direction, operates digital and other production equipment to create a variety of printed materials; assists in establishing and maintaining production schedules; performs related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

None; however, may provide direction, training, and assigning tasks to other department staff.

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.)

Printing/Production Process

Provides information and assistance to support staff and clients including providing technical support in creating Portable Document Format (PDF) files to submit electronically; reviews online print requests; explains technical concepts in non-technical terms; coordinates job requirements with directors and staff; determines appropriate printing methods and systems to be used to maintain quality assurance of projects produced; assists in pricing projects as needed; uses a computer to prepare printing projects for processing as needed; operates high-speed and other reprographic equipment to reproduce a variety of materials; monitors progress to assure compliance with requirements; collate, assemble, hole punch, pad, fold, bind, and staple reproduced materials; cut and finish printing projects; prepares jobs for shipments and deliveries by packaging and loading as necessary.

Equipment Operation/Inventory

Operates and trains staff on all equipment in the reproduction shop including, but not limited to, bindery, collating, stapling, padding, drilling, folding, hydraulic paper cutter, and digital printers/copiers; cleans, maintains, and performs minor repairs on equipment; accesses email and downloads data for printing jobs; receives paper and printing supplies; monitors supply inventory and prepares requests to order additional supplies.

Training/Safety

Plans and institutes training models for staff; assists with monthly safety inspections of equipment and record-keeping; trains other staff in layout, paste-up, bindery and other equipment; identifies all safety switches, covers, and emergency shutdown buttons and trains staff in proper use; operates all production equipment according to the safety rules; maintains safe working environment at all times; reviews safety rules and trains staff in safe handling of supplies.

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 a printing services environment and operating various forms of offset printing and related equipment.

Knowledge of

Full four color printing technology; print shop operations; current trends in printing technologies; record-keeping techniques; digital printing equipment and specific print driver options; Adobe Acrobat Professional,

Adobe In-Design, Adobe Photoshop, Microsoft Publisher, and other related programs on various platforms; online print request software system; hazardous materials and the safe use of chemicals related to the printing process.

Skill and Ability to

Determine paper types, weights, finishes, and sizes; operate a variety of high-speed digital printing production equipment and office equipment; troubleshoot and make adjustments and repairs minor equipment; make basic changes in In-Design, Publisher, Adobe Illustrator, and other desktop publishing programs on various platforms; communicate effectively in both oral and written forms with diverse groups; explain technical concepts in non-technical terms; receive and give clear and concise instructions; plan and schedule multiple printing projects; establish and maintain cooperative working relationships with all those contacted during the course of work; provide customer service; utilize time management techniques to organize and prioritize work; work independently with minimal supervision; lift and carry supplies, printed materials, and bulk paper; operate pallet jack; coordinate several projects simultaneously and follow strict production timelines.

Revision approved by the Personnel Commission 5/12/20

Revision approved by the Personnel Commission 11/8/16

Former title: Lead Press Operator

Revision approved by the Personnel Commission 5/14/13

Revision approved by the Personnel Commission 1/12/10

Revision approved by the Personnel Commission 8/8/06

Revision approved by the Personnel Commission 5/13/03

Revision approved by the Personnel Commission 3/12/97

Revised and approved by the Personnel Commission on 8/23/89

Approved by County Board on 12/4/89