



## PERSONNEL COMMISSION

Class Code: 5287  
Salary Range: 22 (C1)

### SENIOR REPROGRAPHICS TECHNICIAN

#### JOB SUMMARY

Under general supervision, perform a variety of technical duties to create print-ready digital content for Duplicating Services print jobs; serve as a lead in the shop and train and provide work direction and guidance to staff; operate high-speed copiers, desktop publishing software, and related reprographic equipment to produce a wide variety of printed materials; maintain records related to work performed; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Prepare and create hardcopy and digital content for effective and efficient digital printing; layout and make a variety of adjustments to digital content to be used in printed materials including brightness, contrast, size and texture. **E**
- Serve as a lead in the shop and train and provide work direction and guidance to assigned staff; review the work of staff; monitor the flow and completion of work; participate in the hiring and evaluation process as requested. **E**
- Receive and review work request forms; determine printing and design requirements; estimate cost of jobs; assure the cost-effectiveness of jobs; operate print management and web-to-print software. **E**
- Consult with customers to discuss reprographic and design needs; explore design concepts by interpreting customer needs; present jobs to customers for proofing and approval; adjust jobs in accordance with customer feedback. **E**
- Participate in the production of a wide variety of printed materials such as forms, posters, flyers, maps, envelopes, business cards, and booklets; prepare and process variable data projects such as addressing postcards and mailers. **E**
- Operate a digital high-speed copier and related bindery and finishing equipment such as an electric cutter, fusion punch, jogger, padder, laminator, shrink wrapper, collator, saddle stitcher, drill punch and binder; determine and set equipment measurements; mount and laminate printed materials. **E**
- Operate a variety of office equipment including a computer and assigned software; utilize desktop publishing software to create print-ready digital content; email, receive, log and scan reprographic jobs into computer; process digital jobs. **E**
- Run jobs and check samples for centering, numerical order, level and clarity of copy; cut, paste, collate, drill, fold, bind, staple and assemble reprographic jobs; package and prepare finished jobs for delivery. **E**

- Maintain equipment in working order; clean, adjust and perform routine maintenance such as removing paper jams, replacing ink and toner, loading paper and adjusting minor malfunctions; contact vendors to arrange for equipment repairs. ***E***
- Answer telephones and greet visitors; respond to inquiries; provide information regarding reprographic services and status of jobs. ***E***
- Maintain a variety of records and files related to work performed including material and equipment usage and jobs received and completed; notate monthly equipment meter readings; prepare reports related to assigned activities. ***E***
- Conduct inventory of paper and print supplies; monitor stock and supply levels; place orders for parts and supplies; research and recommend purchase of new equipment and software. ***E***
- Attend a variety of meetings and trainings; drive a vehicle to conduct work and deliver jobs as needed. ***E***
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Senior Reprographics Technician performs a variety of technical duties to create print-ready digital content for Duplicating Services print jobs. An incumbent serves as a lead in the shop and trains and provides work direction and guidance to staff to assure smooth and efficient operations and the timely completion and delivery of reprographic jobs. Incumbents are expected to provide excellent customer service, develop effective working relationships with all levels of District staff, and work independently to assure priorities and deadlines are met.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Operation and maintenance of reprographic machines and related equipment.  
Principles, processes and equipment used in reprographics and high-speed digital copying.  
General graphic design techniques, equipment and principles.  
Operation of a variety of office equipment including a computer and assigned software.  
Modern desktop publishing software.  
Print management and web-to-print software.  
Digital photo manipulation techniques.  
Inks, chemicals and paper stocks used in reprographics.  
Safety hazards common to a print shop and safe working techniques.  
Principles of training and providing work direction and guidance.  
Domestic mailing standards of the United States Postal Service.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Record-keeping and report preparation techniques.  
Inventory methods and practices.  
Basic math.

**Ability to:**

Perform a variety of technical duties to create print-ready digital content for Duplicating Services print jobs.  
Produce quality print jobs according to established production standards.  
Utilize desktop publishing software to create print-ready digital content.  
Operate print management and web-to-print software.  
Operate and maintain a high-speed digital copier and related bindery and finishing equipment.  
Consult with customers to discuss reprographic and design needs.  
Adjust and perform routine maintenance to copiers and reprographic equipment.  
Operate a variety of office equipment including a computer and assigned software.  
Train and provide work direction and guidance to others.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Maintain current knowledge of technological advances in the field.  
Maintain records and prepare reports.  
Complete work with many interruptions.  
Exercise independent judgment and initiative within established guidelines.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations.  
Add, subtract, multiply and divide accurately.

**Education and Training:**

Graduation from high school or equivalent. College-level coursework in graphic design, desktop publishing or a closely related field is desirable.

**Experience:**

Two years of experience in the operation of high-speed digital copiers and related reprographic equipment including creation of print-ready digital content utilizing desktop publishing software. Experience in a lead or supervisory capacity is desirable.

Any other combination of education, training and experience, which demonstrates that the applicant is likely to possess the required skills, knowledge or abilities, may be considered.

**SPECIAL REQUIREMENTS**

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Print shop environment.  
Noise, dust, heat and fumes from equipment operation.  
Working around sharp blades and machinery having moving parts.  
Chemicals used in reprographic processes.  
Constant interruptions.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard and specialized equipment.

Hearing and speaking to exchange information in person and on the telephone.

Standing for extended periods of time.

Seeing to read a variety of materials and monitor printing operations.

Lifting, carrying, pushing or pulling heavy carts and objects weighing approximately 50 pounds and with assistance up to 100 pounds.

Bending at the waist, kneeling or crouching.

Climbing ladders to reach paper and supplies.

Reaching overhead, above the shoulders and horizontally.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.