North Orange County Community College District

EMPLOYMENT OPPORTUNITY

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  g  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  g  Website: www.nocccd.edu

PRINTER
JOB #DEC968
$3,149 - $3,812 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED:  June 14, 2007  100% Position, 12 MONTHS PER YEAR
CLOSING DATE:  July 3, 2007
POSITION LOCATION:  Anaheim Campus – Production
SCHEDULED SHIFT:  8:00 a.m. to 4:30 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs).
STARTING DATE:  As soon as possible.

TYPICAL DUTIES:
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 press. Consult with designers to develop high quality, cost-effective printed materials; ensure production compatibility with equipment; provide information and resolve problems regarding print jobs for departments and staff. Train and direct the work of assigned personnel in the production of print jobs. Operate, adjust and maintain one-head and T-head offset presses to reproduce single or multi-color print jobs; operate and run multi-color and 4-color registration jobs on large offset presses. Operate and maintain camera and processor to create materials used in pre-press production stages; make enlargements, reductions and produce quality negative and positive halftones or line shots. Operate platemaker and develop offset printing plates; strip and opaque negatives. Adjust paper feed and guide for different weights and sizes of stock; cut stock for print jobs. Maintain duplicating master files and records; consult with vendors and service representatives regarding equipment and materials. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: Proper trade practices, procedures, terminology, and techniques required for various graphic effects; operation and care of offset duplicating machines, large offset presses and metal plates; ink, paper stock and chemicals used in reprographics work; four-color and multi-color process with tight registration; 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; plan organize and prioritize work; meet schedules and time lines; work independently with little direction; train and provide work direction to others; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

Education and Experience: High school diploma or equivalent. Four years experience in the operation of offset process duplicating machines and large offset presses.

OVER
SPECIAL REQUIREMENTS:
A valid California Driver’s License

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

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.

APPLICATION PROCEDURE:

- **DISTRICT CLASSIFIED APPLICATION REQUIRED** *(All sections must be completed)*

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference **Job #DEC968, Printer**, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.**

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

**APPLICATION DEADLINE:**
Completed applications must be received in the Human Resources office on or before **July 3, 2007, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications **does not** ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

**Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.** All employees driving personal, leased, or district owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**