

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Printer	Range:	37
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

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 presses.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Consults with designers to develop high quality, cost-effective printed materials; ensures production compatibility with equipment; provides information and resolves problems regarding print jobs for departments and staff.
2.	Trains and directs the work of assigned personnel in the production of print jobs.
3.	Operates, adjusts and maintains one-head and T-head offset presses to reproduce single or multi-color print jobs; operates and runs multi-color and 4-color registration jobs on large offset presses.
4.	Operates and maintains camera and processor to create materials used in pre-press production stages; makes enlargements, reductions and produces quality negative and positive halftones or line shots.
5.	Operates platemaker and develops offset printing plates; strips and opaques negatives.
6.	Adjusts paper feed and guide for different weights and sizes of stock; cuts stock for print jobs.
7.	Maintains duplicating master files and records; consults with vendors and service representatives regarding equipment and materials.
8.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
9.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

EDUCATION AND EXPERIENCE

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

KNOWLEDGE, SKILLS, AND ABILITIES

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

SPECIAL REQUIREMENTS

A valid California Driver's License

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.
