

Sonoma County Office of Education – Job Description

Classified

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; and performs related duties as assigned providing printing services for the County Office, school districts, public agencies and not-for-profit agencies; to coordinate workflow, staff, communications, and schedules projects to meet County Office, school districts, public agencies and not-for-profit agencies printing needs; to train and provide work direction and guidance to assigned staff.

Distinguishing Characteristics:

Employees in this class receive limited supervision within a framework of standard policies and procedures. Employees in this class, train, direct and oversee the work of other printing services staff and temporary help, and participate in monitoring and development of the Department budget, including initiating budget reviews, transfers, and requesting appropriate journal corrections, when needed. This class is responsible for the accurate and timely completion of printing projects and for the safe and proper operation of offset presses, bindery and related equipment. This job class requires initiative and adherence to scheduling priorities for the timely completion of printing requests. Contacts with others include SCOE staff and other clients, vendors and equipment maintenance technicians. This is the lead level classification in the series.

Supervision Exercised and Received:

Employees in this classification receive limited supervision from the Director of Facilities, Operations, and Maintenance. Employees in this class serve as a lead and provide general direction of printing services staff.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Operates a complex multi-line telephone system to receive incoming and facilitate outgoing calls. Provides basic information on credentialing and fingerprinting inquiries. Takes and delivers messages and routes calls to appropriate staff member.
- Operates computers, copiers, and other printing equipment to print and reproduce a variety of materials for schools, offices, including public agencies and not-for-profit agencies, such as forms, business cards, lesson plans, guides, bulletins, catalogs, programs, directories, journals and reports; establishes project timelines and priorities; coordinates workflow and printing activities to assure project accuracy and completeness in accordance with established specifications and time lines.
- Receives, reviews and prioritizes work submitted for printing and reproduction; prepares develops and updates production schedules, reviews, but does not proofread work and camera-ready originals to assure completeness, quality and clarity of original copy; coordinates with customers to ensure that size, type, weight and thickness of paper is appropriate for the output..
- Provides digital scanning services for archiving as workload permits.

- Works with Director, Internal Business Services, Internal Business Services Analyst, and Director, Facilities, Operations, and Maintenance on reviewing status of budget and expenditures; developing budget proposal and year-end closing. Attends workshops on fiscal deadlines, budget preparation and year-end closing processes, as needed.
- Works collaboratively and cooperatively, and maintains direct and close communication with County Office staff, outside agencies and the public; contacts others to request information, coordinate activities and resolve issues and discrepancies.
- Prepares, updates, and revises pricing schedule, as needed and reviews with supervisor for approval of any pricing changes.
- Calculates print job costs, prepares invoices using SCOE financial system and reviews status of invoice payments on a monthly basis.
- Trains and provides work direction and guidance to assigned personnel; develops employee work schedules; coordinates staff work assignments and reviews work to assure accuracy, completeness and compliance with established standards and procedures.
- Serves as a liaison and technical resource regarding printing services and projects; coordinates communications and information between and provide technical assistance to departmental staff, County Office personnel, clients, vendors and other; initiates and receives phone calls; prepares, distributes and responds to correspondence; resolves printing issues, discrepancies and problems in a proper and timely manner.
- Prepares and sets up copiers for extended production runs and monitors equipment during the duplication process; sets up and operates finishing equipment to cut, collate, staple, assemble, bind, hole punch, drill, pad, stitch and fold printed materials.
- Oversees and participates in the preparation of cost estimates; plans and lays out printing projects; assists customers, County Office staff and others with the planning, development and lay-out of printing projects and related specifications; confers with staff concerning printing needs and time lines.
- Determines and loads appropriate paper stock for printing and reproduction projects; operates and sets up plate-maker to produce plates; prepares and develops masters and plates utilizing photographic equipment according to established procedures and specifications.
- Monitors inventory levels of paper, ink and other printing supplies; orders, receives and maintains adequate inventory of supplies to meet needs of projects and incoming orders; confers with vendors regarding product and pricing information; assures competitive pricing and makes pricing recommendations.
- Services and cleans offset presses, rollers, plate-makers, cameras and other assigned equipment; makes adjustments and performs maintenance and minor repairs to machines; maintains equipment in proper working condition.
- Typesets, plans and lays out text and images; selects type style and size, fonts, spacing of letters and text lines; mixes inks for color jobs; reviews completed jobs to assure proper application of paper weights and sizes, digital printing processes and ink.
- Operates a variety of reprographic and finishing equipment including cutting, binding, folding, drilling, padding machines, printers, collators, scanners, cameras, high-speed copiers, computers and assigned software; provides training to staff regarding the safe and proper operation of equipment.
- Reviews completed jobs and monitor works in progress to assure accuracy, completeness, clarity of text and images, and compliance with established standards; prepares and packages completed projects for shipment and delivery; receives and processes mail and deliveries as needed.
- Maintains records and files related to printing orders, expenditures and assigned activities; prepares and follows up on billings.

- May drive a vehicle to various County Office locations along assigned routes to pick up, deliver and distribute various printing projects, when assigned.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Proper and safe operation of offset printing machines and related peripheral, printing and finishing equipment, and methods of adjusting equipment for proper operation.
- General bindery procedures and related equipment operation.
- Types, qualities, weights and uses of paper, inks, solvents and various other products used with offset printing machines.
- Principles of training and providing work direction.
- Multi-color and ink mixing techniques and practices.
- Vehicle operation and safe driving techniques.
- Operation of high-speed multi-function copiers.
- Computer skills.
- Experience with or ability to learn SCOE financial system software and other printing application software such as Adobe and InDesign or equivalent.
- Office methods, practices and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Safe work practices.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Train and provide work direction and guidance to assigned staff.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Work independently and make sound decisions within established guidelines.
- Operate offset printing presses and auxiliary equipment including collator, paper cutter, folding equipment, electric stapler, padding press and other related printing equipment.
- Perform calculations necessary to estimate needed printing materials, supplies, time and resources necessary to complete printing jobs.
- Communicate effectively in both oral and written forms.
- Understand and carry out oral and written instructions.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

- Four years increasingly responsible printing experience involving the operation of offset presses and related equipment, with at least one year in a lead level position or equivalent experience.

Physical Abilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone, and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.
- The work involves operating offset presses, finishing equipment, and other equipment, and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use offset, printing, and other equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Reaching and lifting up to forty (40) pounds, with assistance.
- Must have normal vision (20/20), corrected or uncorrected.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Revised: May 20, 2019
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission