

DESERT COMMUNITY COLLEGE DISTRICT

Copy Center Specialist

BASIC FUNCTIONS

Plans, organizes, and performs a variety of specialized work in the Copy Center in operating complex multifunctional digital high-speed duplicating equipment and related equipment for the production and reproduction of printed materials. Delivers goods to various District locations.

SUPERVISION RECEIVED

Receives general supervision from the assigned administrative services director.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Organizes, plans, assigns and performs the work of the District's Copy Center.
2. Operates complex multifunctional digital and manual duplicating equipment and various bindery and finishing equipment.
3. Implements, maintains, and performs a preventive maintenance program; performs general troubleshooting maintenance, contacts appropriate persons when breakdowns occur; coordinates the repair of equipment; orders and installs parts for equipment; receives and checks ordered materials assuring proper storage.
4. Receives, processes, and runs multiple duplicating work-orders to meet schedules and timelines, including onsite consultation with District personnel and installation of wide format work-orders.
5. Maintains and prepares printing log and charge-back reports; calculates and establishes cost associated with print and copying operations and materials used; provides cost quotes for printing as required; submits related records to appropriate personnel according to established timelines.
6. Researches and makes recommendations for the purchase of equipment, supplies, and software; orders supplies and materials according to established guidelines; maintains an inventory of duplicating supplies.
7. Maintains a current catalog of duplicating products and services including, but not limited to printing and copying, wide format printing, coil binding, folding and inserting, and other specialized duplicating equipment and products.
8. Provide back-up assistance for the Mailroom and Warehouse, meaning receive mail and/or deliveries when Mailroom or Warehouse staff is not on site.
9. Drive a vehicle to various District locations along assigned routes to deliver goods; maintain cleanliness of vehicles; service and run safety checks on assigned vehicle.
10. Provide technical training and assistance to support District personnel and external customers in optimizing services to accomplish their objectives; may assist in the training of student workers; provide work direction and guidance.
11. Maintain work area in a clean and orderly fashion.
12. Serve as liaison with appropriate District departments and external vendors to coordinate efficient operations and services.
13. May proofread and edit text and graphic design, layout and color order, and accuracy prior to printing to check for adherence to branding guidelines.
14. May assist in the development and implementation of promotions to increase awareness of products and services.
15. Attends a variety of meetings and trainings as assigned.
16. Perform related duties as assigned.

QUALIFICATIONS**Knowledge of:**

1. Operation and maintenance of digital and manual duplicating equipment.
2. High speed digital printing methods and techniques including finishing and bindery operations; graphic arts techniques and applications; inks and paper stock used in printing.
3. Record-keeping techniques.
4. Operation of office machines including computer equipment and applicable software including word processing, spreadsheets, database management.
5. Health and safety regulations; customer service and interpersonal skills using tact, patience, and courtesy.
6. An understanding and sensitivity to the diverse backgrounds of community college students and staff.

Ability To:

1. Prioritize, plan, organize, oversee and participate in the operation of the District Copy Center to ensure fast and efficient services.
2. Perform skilled and difficult work in setting up, operating and maintaining complex duplicating and related printing machines and equipment for the production and reproduction of printed materials.
3. Set-up, operate and maintain complex graphic art equipment.
4. Operate and program high speed copier according to job specifications.
5. Recommend printing processes and materials and estimate costs.
6. Maintain and adjust equipment and make minor repairs.
7. Maintain records; prepare reports; make routine mathematical computations.
8. Understand and follow oral and written directions.
9. Communicate effectively both orally and in writing.
10. Establish and maintain cooperative and effective working relationships with staff, business, and community representatives;
11. Meet schedules and timelines; complete work with many interruptions;
12. Work independently with little direction.

EDUCATION AND EXPERIENCE

Graduation from high school and three years of increasingly responsible experience operating printing equipment; or an equivalent combination of education, training and/or experience.

LICENSES AND CERTIFICATIONS

Driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

PHYSICAL DEMANDS

Stand for extended periods of time; bend at the waist; reach overhead, above the shoulders and horizontally; lift, carry, push heavy objects; ability to lift 50 pounds unassisted and occasionally up to 100 pounds with assistance.

WORKING CONDITIONS

Print shop, mailroom, and warehouse environment. Noise from working in a production area. Driving a vehicle to conduct work. Deliveries to other sites/campuses. Hazardous chemicals. Working around machinery having moving parts.

EMPLOYMENT STATUS

Classified Bargaining Unit

Range: 12

Approved 11/10/2022