

## **REPRODUCTION SPECIALIST**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical, supervisory position involving responsibility for overseeing and participating in the reproduction and mailing services at the Community College. The incumbent provides assistance to departments in design and format, planning and scheduling the job, printing and reproduction services, and collating and binding the job. In addition, the incumbent oversees the internal/external mailings of the college. Work is performed under the general supervision of the Purchasing Agent with leeway allowed in the scheduling of assignments. Supervision is exercised over the work of all mailroom employees.

### **TYPICAL WORK ACTIVITIES:**

1. Sets up and operates printing presses and performs preventive maintenance and makes adjustments to printing equipment to ensure uninterrupted operations;
2. Schedules and assigns the flow of duplicating/copier work, including establishing priorities, assigning jobs and reviewing finished work according to established procedures;
3. Supervises and participates in all mailing operations, such as receiving, sorting, shipping, determining proper postage and distributing internal and external mail;
4. Interacts with US Postal Service personnel on routine matters;
5. Determines printing requirements for brochures and other types of printed materials;
6. Maintains master plate file for recurring printing requirements;
7. Operates and trains other staff in the operation of accessory equipment such as copier, collator, stapler, folder, padder and jogger;
8. Maintains paper and press supplies and office expendables to meet campus-wide printing and/or office supply requirements;
9. Maintains records pertaining to postal and printing volume and costs;
10. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods, procedures, techniques, equipment and operations of a printing and reproduction facility; thorough knowledge of mailroom functions, practices and procedures; good knowledge of U.S. Postal Service rules and regulations applicable to mailroom applications; ability to train and supervise others; ability to operate complex printing and reproduction equipment; ability to keep records; mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position.

**REPRODUCTION SPECIALIST** (Cont'd)

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Three years of paid clerical or administrative work experience which included one year of supervisory work experience which involved coordination and scheduling of work flow for subordinates;
- OR: (B) Two years of technical experience in the operation of a printing facility, one year of which was supervisory and involved the coordination and scheduling of work flow for subordinates;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

SV6304

REVISED: 04/10/85  
06/02/86  
10/03/96