LEAD REPROGRAPHICS TECHNICIAN

DEFINITION

Under general supervision, plans, assigns, directs and reviews the activities and staff responsible for offset duplicating and-related services; operates and performs minor maintenance on copy reproduction, offset duplicating and associated equipment to produce a wide variety of printed materials for all College departments in a production setting; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is the working lead level of this series. The incumbent sets priorities, develops schedules for work production, assigns and reviews the work of an operating staff, and maintains levels of paper stock and related supplies, in addition to performing production duplicating work. The work involves extensive contact with staff of various College departments to determine user needs, and establish priorities and ensure that work is completed in a timely manner.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, directs and reviews the work of a staff of technicians and student workers and trains staff in work procedures
- Resolves technical questions related to the work
- Participates in the selection of staff and provides input into performance evaluation
- Confers with faculty and administration to determine needs, provide technical assistance, meet critical deadlines, and set priorities
- Maintains an adequate supply of paper stock and other supplies, reordering as required
- Operates adjusts and performs minor maintenance on high speed copy reproduction and other associated equipment to produce a variety of printed and graphic materials
- Operates high speed offset duplicating equipment
- Operates darkroom and plate-making equipment
- Operates and adjusts equipment to collate, trim, fold, drill holes, staple, bind and otherwise process printed materials
- Cleans and adjusts equipment, makes minor repairs, and notifies maintenance contractor when repair is required
- Prepares charge-back statements for College departments
- Maintains a variety of records and logs of work performed
- Boxes and packs duplicated materials for distribution
- Maintains work area in a clean and orderly condition
- Monitors the application of copyright laws
- Monitors developments in the offset printing, copy reproduction and paper processing field
- Evaluates their impact upon College duplicating activities, and recommends equipment and procedural changes
- Researches and recommends equipment purchases
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices
- Principles and practices of offset duplicating equipment operation, cleaning, adjustment and minor repair
- Principles and practices of high speed copy reproduction equipment operation, maintenance, cleaning and minor repair
- Qualities and uses of various types of paper stock and inks
- Principles and practices of collating, binding, folding, drilling, stapling, and related paper processing equipment operation, adjustment, cleaning and minor repair
- Process camera and platemaking techniques
- Basic office and recordkeeping practices, including business mathematics

Skill in:

- Planning, assigning, directing and reviewing the work of others
- Providing work instruction to others in work procedures
- Operating offset duplicating, high speed copying, and related paper processing equipment skillfully and efficiently
- Prioritizing work and meeting production deadlines
- Maintaining accurate files and records of work performed
- Using initiative and judgment within established guidelines
- Making accurate arithmetic calculations
- Establishing and maintaining effective working relationships with those contacted in the course of the work

Other Requirements:

- Must be physically capable of standing and walking for an extended period of time and have sufficient strength to lift boxes of paper supplies weighing up to 40 pounds
- Must be willing to be exposed to a variety of photographic and printing chemicals

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of experience in operating, adjusting and performing minor maintenance on offset duplicating, high speed copying, and related paper processing equipment.

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