

PRINTER

DEFINITION

Under general direction, to plan, organize, coordinate, and provide printing and offset duplicating services for the County of Amador; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level Printer classification. Incumbents perform specialized work in planning, coordinating and providing in-house printing, copying, and typesetting services for County departments and local school districts.

REPORTS TO

GSA Support Services Director and/or Director of General Services.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides training and work assignments for temporary, contracted printing staff, and the Print Shop Assistant II.

EXAMPLES OF DUTIES

Organizes and plans the work of the County Print Shop; reviews requests and establishes priorities for printing and duplicating services; provides advice concerning format, size, colors, paper stock and type of materials to be used in printing jobs; makes layout suggestions to Print Shop users; may suggest alternative methods of duplication, according to machine capabilities; plans layouts for material to be reproduced and makes selections of format, colors, paper stock, illustrations, sketches and lettering subject to approval of requestors; estimates time and costs for printing jobs; assigns work to temporary staff based on their abilities; examines job order to determine machine operating time, quantity, and stock specification to meet job requirements; insures that established deadlines are met; sets-up and operates standard offset duplicating equipment or small offset duplicator to reproduce forms, notices, reports, maps, specifications and other materials; performs multi-colors printing, utilizing various sizes and weights of paper; selects and set types for items such as exhibits, letterhead, posters, announcements, catalogs, pamphlets, and office forms; operates Xerox or photographic equipment used in the preparation of paper or metal plates; keeps production cost records and supply records, maintaining stocks of supplies; installs and adjusts plates; applies dampening solutions to maintain correct moisture balance during machine operations; adjusts equipment for ink setting, color, impression, and registration; mixes inks, dryers, and dampening solutions and matches ink; cleans, lubricates, adjusts and makes minor repairs to equipment; stacks and aligns printed work for punching, stapling or other assembly operations; proofreads and approves proof sheets prior to machine runs; operates paper cutter; collates and binds printed material; and does other related work as assigned.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand, walk, stoop, and kneel; normal manual dexterity and eye-hand coordination; ability to lift and move up to 50 pounds unassisted; corrected hearing and vision to normal range; verbal communication; use of printing/duplicating equipment including offset and direct printing equipment, camera, binding equipment, copying machines, and sign making equipment.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous exposure to constant noise; exposure to dust, grease, chemicals and gases; working around machinery with moving parts; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods and techniques used in the operation of offset and direct printing equipment.
- Inks and paper stocks used in duplicating work.
- Operation of cameras, composing equipment and binding and finishing equipment.
- Inventory control, perpetual and physical count records management.
- Budget preparation and control procedures.
- Account and fiscal recordkeeping.
- Principles of training and work coordination.

Ability to:

- Plan, layout and organize the work of the County Print Shop.
- Operate and adjust duplicating, printing, and related equipment.
- Maintain duplicating and printing equipment in working condition.
- Organize work and estimate time and materials required.
- Prepare original copy including layouts and paste ups.
- Maintain records and files.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of responsible work experience in the performance of a variety of printing and duplicating work, including experience in the operation of an offset press and duplicating machines.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.