

CLASS TITLE: **Reprographics Technician I/C**

CHARACTERISTICS OF THE CLASS: Under general supervision, acts as a lead worker and participates in the operation and maintenance of photocopier and desktop publishing equipment to produce documents; and performs related duties as required.

ESSENTIAL DUTIES: Functions as a lead worker, performing and coordinating the work of a staff of Reprographics Technicians responsible for operating photocopier and desktop publishing equipment to produce documents; reviews work orders for graphics, printing and binding services, establishes work priorities and prepares production schedules; monitors the status of projects to ensure quality standards and time schedules are met; provides guidance and direction to staff in the operation and routine maintenance of photocopier and desktop publishing systems; operates photocopier equipment with reduction, enlargement, and collating capabilities to set up and produce documents including City Council publications such as the Journal of Proceedings; operates desktop publishing equipment and uses integrated software packages to produce documents and complete assignments involving word processing, page layouts and creation of charts and computer graphics; operates bindery equipment to bind publications and prepare documents in book form; utilizes equipment such as paper cutting, folding and tying machines to prepare printed and photocopied documents for distribution; maintains the unit's work records; orders supplies and requests repair services from equipment vendors as needed.

RELATED DUTIES: Prepares cost estimates of work projects to evaluate cost-effectiveness of completing jobs in-house or submitting to an outside vendor; attends new product demonstrations to assess new equipment; enforces shop safety rules and regulations; lifts boxes containing paper and equipment to expedite reprographic operations.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible printing, photocopying and desktop publishing experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the practices and procedures required in the operation of a reprographics unit. Considerable knowledge of desktop publishing equipment and its applications. Considerable knowledge of the operation and maintenance of photocopier equipment with advanced capabilities.

CLASS TITLE: **Reprographics Technician I/C (Cont'd)**

Ability to monitor and review the work of Reprographics Technicians. Ability to prioritize and prepare production schedules. Ability to operate photocopy and desktop publishing equipment. Ability to resolve production problems.

Skill in the operation and maintenance of photocopy equipment. Skill in the operation of desktop publishing equipment and related software. Good oral and written communication skills.

Physical Requirements. Ability to occasionally lift and carry boxes of paper and equipment weighing up to sixty-five pounds.

Working Conditions. General office environment. Some exposure to dust and noise.

Equipment. Photocopying and desktop publishing equipment.

NOTE: While the list of essential functions is intended to be as inclusive as possible, there may be other functions which are essential to particular positions within the class.

May, 1998