

LEAD REPROGRAPHIC TECHNICIAN**DEFINITION**

Perform skilled work in the set-up and operation of reprographic and related equipment for the production of District printed material of colors and textures. Organize, analyze, schedule and coordinate duplicating work to insure quality and timely product delivery. Diagnose malfunctions, and make minor equipment repairs and adjustments.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received by Administrative Services Management. Direction exercised over duplicating staff. No supervision exercised over District personnel.

EXAMPLES OF DUTIES

Operate reprographic computerized and other equipment including set-up, preparation, and press manipulation.

Operate various equipment in the reproduction of brochures, booklets, newsletters, announcements, flyers, programs, forms and tests.

Use various machinery to cut, bind, collate, staple, and wrap reproduced material.

Responsible for equipment adjustment, troubleshooting, and repair.

Contact designated service providers for major repairs and scheduled maintenance.

Maintain files of plates, negatives; maintain inventory records.

Complete various print projects using layered color processing, plate burning, and offset stripping techniques.

Schedule and prioritize job requests to meet project deadlines.

Respond to inquiries from District personnel requiring effective communication and public relations skills.

QUALIFICATIONS

Knowledge of:

Operation of various printing machinery and related manipulation.

Operation of computerized reprographic equipment.

Technical use of inks, paper stock, and other reprographic supplies.

Layered color and negative processing; plate burning, and offset stripping.

Recordkeeping and time management.

Ability to:

Diagnose equipment malfunctioning, identify parts and make minor adjustments and repairs.

Troubleshoot problems; use hand tools in the adjustment and repair of equipment.

Accurately estimate quantity of materials needed to complete assignments.

Accept responsibility for efficiency and production output.

Effectively communicate with staff, faculty, and administrators in a multi-cultural environment.

Stand for long periods of time; meet projected deadlines.

Operate various presses and duplicating equipment.

EMPLOYMENT STANDARDS

Minimum Requirements:

Two years experience in the operation of a variety of reprographic equipment which includes maintaining inventory and coordinating the work flow preferably in a school environment.

Special Requirements:

Ability to bend, stoop, and lift heavy loads. Ability to stand for long periods of time.