

REPROGRAPHICS TECHNICIAN I AND II
(Bargaining Unit Position)
(Range 24, 26)

DEFINITION

Under general supervision of the Director of General Services, reproduce campus wide graphic material, maintain reprographic equipment, supplies and inventory; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Reprographics Technician class includes Levels I and II. Levels are not intended to denote the skill level of incumbents and there is no progression from Level I to Level II based on the incumbent's length of service. Classification level is based on job requirements and qualifications.

Incumbents in the Reprographics series promote institutional effectiveness and support student learning outcomes by providing prompt and reliable copying services for all District employees.

ESSENTIAL FUNCTIONS

LEVEL I

- Follow work order instructions;
- Program high volume duplicators;
- Operate bindery equipment and CD duplicator;
- Complete bindery finishing;
- Maintain inventory levels for reprographic supplies;
- Troubleshoot mechanical malfunctions;
- Perform general maintenance on equipment including toner changes, fill fuser oil, replace pads, and clean sensors;
- Maintain controlled security of exams;
- Communicate and implement department policies and procedures;
- Maintain reprographic equipment and call service vendor for repairs as needed;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Perform other related duties as required.

LEVEL II

- Oversee the day-to-day work of the reprographics department;
- Oversee maintenance of equipment;
- Oversee network data transfer jobs;
- Prioritize work orders and organize workflow;
- Order supplies and maintain records on the use of paper and supplies;
- Compile computer generated reprographics' charges by department and report totals to accounting for budget adjustments;
- Assist in the supervision of student help.

ESSENTIAL FUNCTIONS OF PARTICULAR POSITIONS WITHIN CLASSIFICATIONS MAY VARY BECAUSE JOB DUTIES MAY VARY BY WORK LOCATION.

Duties may require the ability to:

- See for the purpose of reading regulations, laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

QUALIFICATIONS

Education

LEVEL I

Preferred

- One (1) year of college with emphasis in reprographics.

LEVEL II

Required

- One (1) year of college with emphasis in offset printing.

Preferred

- Associate degree.

Experience

LEVEL I

Required

- One (1) year experience in the setup and operation of duplicating equipment.

LEVEL II

Required

- Minimum of Level I plus;
- Two (2) years experience in the setup and operation of duplicating equipment.

Preferred

- Increasingly responsible experience in the operation of a wide variety of duplicating equipment;
- Experience in providing training to others.

Or any equivalent combination of education and experience.

Knowledge of:

- High volume reprographics equipment;
- Booklet maker, paper folding, paper cutter, jogger, paper drilling, shrink wrap, light table, and laminator;
- Paper stock used in reprographic work;
- General layout and design techniques;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

- **License and Certificates** (current within the last year):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

CCCUE Approval: 12/17/09
Board of Trustees Approval: 1/6/10

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