

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Production Printing Specialist

**BASIC FUNCTION:** Under the supervision of the area Vice President, performs various tasks necessary to assist in the coordination, with the Director of Production Printing, the District's production printing activity by directing staff, and the operation (job production) and maintenance of printing and bindery equipment.

**PROVIDES WORK OR LEAD DIRECTION TO:** Provides work direction to Printing and Graphic Center Staff, Short-Term employee(s) and/or Work Study student(s). Works with faculty on use of and repair of equipment for students and staff in the printing facility.

**REPRESENTATIVE DUTIES:**

1. Directs department staff and assigns daily tasks in prioritizing projection jobs through completion to meet deadlines. Receives logged print jobs and determines specifications for cost effectiveness.
2. Supervises the production of high quality printing projects using color management for a four color press and large single color, computerized two color press, small single color presses, pre-press-high speed digital duplicator/finisher, large format printer, and laminator; performs repairs and routine maintenance as necessary.
3. Oversees the completion of bindery printing projects utilizing a Polar Cutter, Baum Folder, stitcher, spiral/comb punch, other bindery equipment and outside vendors.
4. Performs prepress duties including working with designers, customers and public on outputting digital files, including Direct to plate and color management software.
5. Tracks and maintains inventory of production printing supplies and reorders as necessary.
6. Compares vendor costs to ensure cost effectiveness in the operations of the department; orders paper and ink-specific to each job; schedules outside bindery and other services as needed.
7. Works with Production Printing Coordinator to determine job costs and prioritizing projects to meet deadlines.
8. Coordinates the delivery and pick up of printing projects from outside vendors.
9. Performs repairs and routine maintenance on equipment to ensure safety and productivity.
10. With customer, when requested, checks press proofs for color and registration accuracy.
11. Oversees and assigns tasks to staff and student employees and production class students; assists instructors as needed.
12. Assists in the development of new procedures and systems within the department. Remains cross trained in the basic needs of department practices to be able to perform other department duties as needed.
13. Conducts staff meetings with department personnel.
14. Follows accepted safety practices and safety guidelines, including interpreting Material Safety Data Sheets of products used in the department that are within AQMD requirements. Test new inks, chemicals and solutions to meet State guidelines.
15. Remains up-to-date on printing technology to determine department needs and new equipment purchases.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.

June 2010

18. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent.

**EXPERIENCE:** Two years of closely related experience as a production printer on both small and large offset presses and related equipment, and experience with quality control are required.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Current printing and graphics methods in the areas of production, software, maintenance, typography, typesetting, graphic design, and their related materials.

**ABILITY TO:** Direct staff and students in the most effective way to use resources. Effectively estimate times of projects. Prioritize and make quick and responsible decisions, tactfully communicate in pressure situations. Print from design to end product. Keep accurate records; maintain effective working relationships with others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental staff, clients, students, faculty, and vendors.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of printing equipment.

**WORKING CONDITIONS:** Normal printing production environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.