

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: REPROGRAPHIC SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Business Manager or designee, assist in processing and distributing instructional materials; reproduce, assemble and bind a variety of bulletins, reports, brochures, booklets and posters; receive and maintain records of print orders.

REPRESENTATIVE DUTIES:

1. Review incoming work orders; assure camera-readiness of copy; select paper stock and ink; determine printing and bindery process and priorities; prepare job tickets; assure completion of orders according to schedule; maintain quality control.
2. Prepare camera-ready copy to be reproduced by typing copy, designing graphics and layouts, and pasting up copy.
3. Review reprographic requisitions and establish priority reprographic schedules.
4. Set up and operate reprographic, and other related material duplication equipment in the quantity production of such materials as bulletins, charts, drawings, graphs, booklets, and other related items.
5. Calculate printing costs for services rendered by department; prepare and maintain a variety of records, reports and logs involving public information and time, cost and production; prepare and maintain a catalog and adequate supply of standard District forms.
6. Maintain inventory of paper, supplies and equipment; issue requisitions to order paper, supplies and repair or warranty services as necessary to assure efficient operation; maintain liaison with supply vendors, printers and typographers to determine availability of services and supplies.
7. Operate a variety of equipment including computer and duplicating equipment.
8. Provide information and advice to the reprographic users pertaining to the more complex print production projects.

Reprographic Services Specialist continued

9. Copy and store common use forms and printed material.
10. Assist with district-wide quick copy operations including prioritizing, organizing and implementing all quick copy printing needs.

11. Clean, adjust, and perform non-technical maintenance on reprographic equipment.
12. Prepare logs and reports regarding print production, supply usage, and equipment maintenance schedules.
13. Perform other related duties as assigned.

**KNOWLEDGES AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, techniques, and procedures of quantity material reprographic functions

Paper properties and characteristics and material reproduction supply sources

Inventory control

Supply and material management methods and techniques

Safe working methods and procedures

Laminating and binding procedures

Oral and written communication skills

Computer skills

**ABILITY TO:**

Set up and operate a high-speed copier and other specialized material reproduction equipment with speed, accuracy and precision

Prepare camera-ready materials utilizing graphic, layout and design skills

Accurately estimate material production time and supply costs

Operate a variety of office equipment including a computer

Laminate and bind materials

Maintain a variety of records and files in the print production center

Establish and maintain cooperative working relationships with others

Communicate effectively both orally and in writing

Understand and effectively follow oral and written instructions

Type at 50 words per minute from clear copy

Reprographic Services Specialist continued

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year of experience working in a reprographic copy setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Lift up to 55 lbs., travel from site to site; work with machine noise from copier machines up to 85 dBA; print shop environment; kneel, crouch or reach for supplies; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception, the ability to adjust focus and see small details; subject to standing for extended periods of time.

**SALARY RANGE:** 60

**ADOPTED BY PERSONNEL COMMISSION:** August 15, 2001

**ADOPTED BY BOARD OF EDUCATION:** August 27, 2001