CLASS TITLE: **PRINT SHOP COMPUTER/EQUIPMENT OPERATOR**

DEFINITION: Under the general supervision, performs work of moderate difficulty in the operation of an offset press, digital imager, copy machine and other machines for the duplication and reproduction of forms and other materials, and performs related work as required.

EXAMPLE OF DUTIES:

- Operates printing and copy machines and other duplicating and related office reproducing devices.
- Understands the interrelationship between computer hardware ad software and the printing ad copy machines and other duplicating and related office reproducing devices used in the print shop to service district departments and sites.
- Takes a lead role in the print shop when the supervisor is out of the office.
- Prepares cost estimates for incoming requisitions.
- Collates, assembles, trims, binds and staples reproduced materials.
- Prepares master and plates of duplicating.
- Performs cleaning activities on duplicating and related equipment.
- Receives and issues supplies and forms.
- Files masters and plates.
- Keeps records.
- Stocks and picks up supplies.
- May advise on the preparation arrangement of covers, illustrations and printing materials.
- Maintains the office in a clean and orderly condition.
- Provides back up answering the phone.
- Delivers reproduced copies to offices.
- Assists with training on print shop equipment.
- Continually upgrade skills ad abilities as new technology is utilized.

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to one year experience in the operation of print shop equipment..

Knowledge of:

- Reading, spelling and basic arithmetic.
- Operating methods and usage of print shop equipment.
- Standard office methods and practices.
- Hardware and software required to provide timely and efficient service to departments, sites and other users.

Skills in:

- Understanding and carrying out oral and written instructions.
- Operating print shop equipment.
- Organizing work and estimating time and materials required.
- Establishing and maintaining effective working relationships with others.

Sample Physical Abilities:
Hear and speak to exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and copy and duplicating machines and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear ad understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 50 pounds.

Licenses and Certificates:

- A valid California driver's license