

Job Description

Position Title: Print Specialist

Job Family: Media and Digital Media Production

Job Level: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 02

Position Summary:

The Print Specialist performs a variety of print and support services for the college. Operates industry-grade digital presses and wide-format printers to produce college documents and materials. Works with department designers and clients on materials produced ensuring quality and consistency. Uses a variety of job specific machines to complete tasks. Maintains equipment, inventory, and monthly charge-back reports.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Operates and maintains high-volume black & white and color digital printing equipment controlled through print-management (Fiery) software. Operates and maintains wide-format printers. Operates and maintains finishing and bindery equipment.
2. Accepts work orders or printing requests, obtains designer proofs, clarifies specifications, and completes work orders for billing and charge-back.
3. Prepares make-ready files for printing (pre-press) using Adobe Acrobat and InDesign.
4. Performs typesetting for various documents such as business cards, letterhead, flyers, booklets, posters and prepares files for printing or arranges printing at an approved vendor.
5. Prints flyers, brochures, business cards, posters, bookmarks, postcards, college letterhead, envelopes, and large format banners. Distributes finished print products.
6. Provides general maintenance for all print shop equipment as needed. Maintains records and inventory of all print shop equipment and orders paper and supplies as needed. Contacts contracted vendors for maintenance on all print shop equipment.
7. Meets with clients to plan project requirements, specifications, and turnaround time. Acquaints clients with use of electronic production of materials, graphic and layout techniques, time constraints, and cost estimates of projects.
8. Generates monthly charge-back report.
9. Contacts contracted vendors for maintenance on digital copiers.
10. Provides cleaning and general maintenance of high-volume copier, binder, laminator, and other equipment.
11. Manages the operation of Print Services when the supervisor is away.
12. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge and application of organizational and time management principles
3. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
4. Skill in positive, productive, and flexible customer service
5. Skill in effective communication (both written and oral)
6. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED.
- One (1) to Three (3) years of related experience with digital printing in a duplicating center required.
- Three (3) to Five (5) years of related experience preferred.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to frequently position self to perform duties, to move, transport, and/or position moderate (up to 50 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous chemicals, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Background Check or Fit for Duty Test
- DMV Check/Current and Valid AZ Driver's License