

PRINTER II

DEFINITION

Under general supervision of the Lead Printer, assists in the operation of the Printing Department, prepares copy for printing, operates offset duplicating machines, high speed xerographic duplicating machines, camera, plate-making and related equipment, and does related technical and clerical work as required.

ESSENTIAL FUNCTIONS

Assists in the planning and coordination of the Printing Department operation.

Prepares copy for printing, including composition, layout, photography and plate-making techniques, such as fusing, moistening, desensitizing, and preserving.

Operates offset duplicating machines, high speed xerographic duplicating machines, camera and plate-making equipment, and other related equipment.

Assists in adjusting and cleaning offset duplicating machines, high speed xerographic duplicating machines, camera and plate-making equipment, and other related equipment to maintain them in good operating condition.

Prepares material for collation, binding, punching, cutting, and stapling.

Assists in laying out work for print shop employees and maintains the prescribed standards of work and production.

Assists in ordering, stocking, and maintaining necessary supplies for the proper functioning of the department.

Assists in preparing cost estimates and keeping cost records.

Assists in the billing and bookkeeping process.

QUALIFICATIONS

Knowledge of:

Principles of the operation and care of offset printing machines, high speed xerographic duplicating machines, and related equipment; processes and materials used for copy preparation; photographic processes performed in reproducing materials for offset duplicating; operating principles of photographic equipment.

Ability To:

Assist in the planning and supervision of other employees' work; prepare copy for printing, including: type-setting, lay-out, enlarge and reduce copy for copy proof and line shots, screen and half-tone pictures, process and develop film, mount film in masking sheets, prepare various masters for printing, process metal plates and paper masters; operate offset duplicating machines, high speed xerographic duplicating machines, camera and plate-making equipment, and other related equipment; perform clerical work of average difficulty and demonstrate good

mechanical aptitude; maintain cooperative relationships with others; understand and follow oral and written instructions; organize work and estimate time and material required; correctly demonstrate sufficient strength, mobility and range of motion to arm lift 60 pounds and floor lift 60 pounds in an employee entrance evaluation; follow verbal and written directions.

Experience:

Three years of experience in copy preparation and operation of offset duplicating machines, high speed xerographic duplicating machines, camera, plate-making and related equipment.

Education:

Equivalent to completion of the twelfth grade; completion of a minimum of six units of basic introductory or intermediate graphic arts course; completion of a basic layout and design course; additional approved qualifying experience may be substituted for educational requirements.

*Approved: 4/5/83; Revised 2/06/90, 11/12/93, 4/8/99*