

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Digital Color Technician

Unit: Office Technical

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Job Code: J1489
Original Date: 07/2008
Last Revision: 09/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 21

DEFINITION

Under the direction of an assigned supervisor or manager, independently prioritize, coordinate, and produce complete printing jobs; perform a wide variety of complex tasks involving the operation of various digital high-speed presses, color copiers, and associated equipment; prioritize, coordinate, and produce high quality reprographics, digital production, and related services; train and provide work direction to assigned personnel.

EXAMPLE OF DUTIES

1. Prioritize, coordinate, and produce complete printing jobs. Review requisitions, invoices, and related documents and make recommendations as appropriate.
2. Meet with clients to develop creative concepts, consult on artistic production and function and clarity of product. Work with graphic designers and develop concepts to finished product. Preflight customer digital files by reviewing job ticket instructions and print layouts. Proofread as appropriate. Troubleshoot files provided by customers.
3. Plan layouts, selecting appropriate duplicating equipment; provide assistance and advice to customers requesting duplicating jobs, including district and campus staff, instructors, and students.
4. Plan and organize work; train and provide work direction to assigned personnel.
5. Plan, coordinate, and carry out the operation of high-speed digital color press, copiers, and related equipment in the reproduction of a variety of printed materials and projects. Operate related equipment such as binders, collators, cutters.
6. Receive queries and provide information concerning policies and procedures of assigned office.
7. Maintain and update production records as required; order and maintain inventories of supplies and materials.
8. Keep abreast of technical developments in the field of specialty; research and recommend new duplication products and procedures ~~of~~ for improved department productivity.
9. Make minor repairs to copiers and equipment; arrange vendor service for preventive maintenance and repair.
10. Operate motor vehicle to transport materials to meetings and clients as appropriate.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of State and federal laws, regulations, and codes.
- District and campus organization, operations, objectives, policies, and procedures.
- Color separations and color converting.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Inks and paper stock used in duplicating work.

Lithography manufacturing and related industries.
Margins and imposition for printing.
Methods and practices of training and leadership.
Modern office practices, procedures, and equipment, including computer hardware and software.
Operation and care of high-speed digital color press, copiers, and related equipment.
Oral and written communications skills.
Preparing files for print.
Record-keeping techniques.
Technical aspects of the reprographics and field of specialty.
Technical requirements in preflighting files for output.
Software applications related to the graphic arts.
Working knowledge of printing processes.

Skills and Abilities:

Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Exercise discretion and independent judgment.
Handle multiple, high priority projects with attention to detail.
Lift 50 pounds.
Maintain confidentiality of a variety of sensitive information.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Perform color separations and color conversions.
Plan, prioritize, and organize assignments.
Preflight and proofread artwork.
Recommend improvements in department operations and changes in policies and procedures.
Relate effectively with people from varied cultural and socio-economic backgrounds.
Safely operate motor vehicle.
Set up, operate, maintain, and repair copiers and related equipment.
Setup and send files to print.
Train and provide work direction to others.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with minimal supervision.

Training and Experience:

Any combination of training and experience equivalent to: Bachelor's degree, BFA, or 5 years of experience in a lead role in digital color production and various workflow implementations related to prepress digital workflow, preparing files for print, as well as technical requirements required in preflighting files for output.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category II, subject to standing for long periods and lifting.

Environment:

Moderate, duplicating center environment, subject to chemical fumes and noise of equipment. May travel to locations throughout the District.