

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Digital Color Assistant

Unit: Office Technical

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Job Code: J1487
Original Date: 07/2010
Last Revision: 09/2016
Staff Type: Classified
FLSA status: Non-Exempt
Salary Range: 19

DEFINITION

Under the direction of an assigned supervisor or manager, 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; process incoming and outgoing district mail and maintain postal accounts and records.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this class are distinguished from the class of Digital Color & Offset Technician in that the latter perform duties involving journey-level technical knowledge of the offset press printing function. Incumbents in the Digital Color Assistant and Digital Color & Offset Technician classifications assist the Digital Color Technician and provide back-up of Digital Color Technician assignments involving digital color press.

EXAMPLE OF DUTIES

1. Operate a digital color press, high-speed copiers, and related equipment in the reproduction of a variety of printed materials and projects.
2. Preflight customer digital files by reviewing job ticket instructions and print layouts.
3. Perform daily set-up and clean-up of equipment and duplicating area, maintaining it in a clean, safe, and orderly manner; perform scheduled maintenance and minor repairs to copiers and equipment; arrange vendor service for preventive maintenance and repair.
4. Operate related equipment such as digital scanners, binders, collators, inserters, labelers, and cutters.
5. Provide information to district and campus staff, instructors, and students related to digital printing and policies and procedures of assigned office.
6. Maintain and update production records as required; prepare and maintain various files; order and maintain inventories of supplies and materials; perform a variety of related clerical duties as assigned.
7. Review requisitions, invoices, and related documents; monitor expenditures.
8. Sort and distribute incoming district mail; prepare outgoing mail according to United States Postal Service regulations; maintain postal accounts and records.
9. Operate a motor vehicle to transport materials to meetings and clients as appropriate.
10. Keep abreast of technical developments in the field of specialty; research and recommend new duplication products and procedures for improved department productivity.
11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

- Applicable sections of State and federal laws, rules, and regulations.
- Color separations and color converting.
- District and campus organization, operations, objectives, policies, and procedures.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Methods and practices of training and leadership.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Operation and care of a digital color press, high-speed copiers, and related equipment.
- Oral and written communication skills.
- Postal requirements and regulations.
- Record-keeping techniques.
- Technical aspects of the reprographics and field of specialty.
- Technical requirements in preflighting files for output.
- Working knowledge of printing processes.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- 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.
- Operate computers and required publishing software.
- Perform color separations and color conversions.
- Plan, prioritize, and organize assignments.
- Prepare files for print and preflight digital files for print production.
- 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, and maintain a digital color press, high speed copiers, and related equipment.
- 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: graduation from high school and three years of increasingly responsible experience in a duplicating center AND two years of experience 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.