STATE CENTER COMMUNITY COLLEGE DISTRICT
COPY CENTER SPECIALIST

DEFINITION

Under direction operates college copy center graphic arts equipment and assists with planning and operation of the copy center.

DISTINGUISHING CHARACTERISTICS

This classification performs complex duties in the copy center including the operation of digital copy machines, ordering inventory, assisting with record keeping, typesetting, and the planning and scheduling of projects received at the copy center.

EXAMPLES OF DUTIES

Performs copy work and the operation of related graphic arts equipment. Assists with planning and operation of the copy center and related areas located within the Production Department. Plans, designs, and typesets forms using current graphic arts related computer programs. Assists with recordkeeping, supply ordering, inventory and scheduling of projects. Coordinates and plans projects with customers, recommends cost and time effective methods of copying services or printing services. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education/Experience: Formal and informal education equivalent to completion of the twelfth grade, and equipment manufacturer training; and one year experience operating digital copy machines; and experience in the operation of modern graphic arts equipment used in copying, typesetting using current computer programs, and experience in planning and assisting in the operation of a copy center.

OR

Formal and informal education equivalent to completion of the twelfth grade, and nine (9) college-level units in computer software, applications, and spreadsheets; and Graphic layout program; and 6 months experience working in a copy center or offset print shop; and experience in the operation of modern graphic arts equipment used in copying, typesetting using current computer programs, and experience in planning and assisting in the operation of a copy center.

Knowledge and Abilities: Knowledge of modern office procedures. Experience in the operation of a copy center equipped with modern copy machines and related computer equipment. Must be skilled with current computer programs used in the operation of a copy center for record keeping and typesetting. Ability to plan, receive and follow instructions in the daily operation of the copy center. Experience in customer relations and assisting in planning, recommending and organizing customer projects when received at the copy center. Ability to learn and apply college and district policies and procedures.

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Approved by BOT: May 3, 2005
Approved by PC: May 17, 2005
Salary Range: 48
Salary Range Negotiated: June 22, 2005