FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT  
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY  

Printing Services Specialist (Fiscal)  

BASIC FUNCTION:  
Under the direction of an assigned supervisor, perform a variety of responsible clerical accounting duties and technical backup to the Print Shop; maintain accounting records and prepare reports; operate collator, folder, paper cutter, shrink wrap, power drill, perforator and a variety of high speed duplicators as required.  

REPRESENTATIVE DUTIES:  

1. Maintain records and files for office; close out all non-chargeable files and prepare for storage.  
2. Input daily charge-backs through FRS system; separate chargeable accounts from non-chargeable accounts.  
3. Compile payroll information, check time cards and routes.  
4. Log and track all print requests; monitor delivery.  
5. Answer phones for Reprographics; disseminate general information.  
6. Train and supervise student assistants.  
7. Coordinate and centralize service calls for office copiers through the De Anza campus; maintain inventory of necessary copier supplies; collect and deposit money from copy machines and change machine; train and assist faculty, staff and students in the use of the copiers.  
8. Provide technical information regarding printing capabilities.  
9. Operate copiers and bindery machines as necessary.  
10. Assist faculty with photography equipment and film inventory.  
11. Assure quality control of the product in process.  
12. Perform related duties as assigned.  

KNOWLEDGE AND ABILITIES:  

KNOWLEDGE OF:  

1. Basic operation and maintenance of reprographic equipment including high-speed duplicators, electrostatic copiers and a variety of bindery equipment.  
2. Basic computer usage.  
3. Office practices and procedures.  
4. Paper sizes, weights and general supplies used with reprographic equipment.
5. Film types, photographic techniques and supplies.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Operate and maintain a variety of copiers and printing equipment including bindery, paper cutters and shrink-wrap machine.

3. Perform minor repairs on a variety of copiers and a change machine.

4. Operate and use photographic equipment.

5. Function effectively in a high-pressure environment.

6. Relate well with people.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: College level courses in accounting and two years experience in a print shop environment working with a variety of high speed duplicators, electrostatic copiers and bindery equipment.

WORKING CONDITIONS:

ENVIRONMENT:

1. Print Shop environment.

2. Constant interruptions.

PHYSICAL ABILITIES:

1. Hearing and speaking to exchange information.

2. Dexterity of hands and fingers to operate a computer keyboard.

3. Seeing to read various materials.

4. Bending at the waist, kneeling or crouching.

5. Reaching overhead, above the shoulder and horizontally.

6. Lifting moderately heavy objects.

DATE APPROVED: MARCH 1, 1999
RANGE: N-38
EEO-CATEGORY: H-40