

**College of the Siskiyous  
Job Description**

**Job Title:** Printshop/Purchasing Specialist **FLSA:** Non-Exempt  
**Group:** Classified **Salary Class:** N **Salary Schedule:** Classified

**Summary:**

Under the general direction and supervision of the Vice President for instruction, operate an offset press and related equipment for the purpose of reproducing a variety of printed materials; prepare and type from ordinary manuscript or from printed materials.

**Essential Duties and Responsibilities include the following:** This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Schedule orders to accomplish the accurate and timely completion of incoming work requests, orders and printing projects; plan, and coordinate technical duplicating machine installation; provide secretarial services as needed for instructional staff. Receive limited supervision within a broad framework of standard policies and procedures.

Operate duplicating machines to reproduce classroom materials, forms, bulletins, booklets and circular letters; operate all presses.

Maintain, service, troubleshoot, repair and operate duplicating equipment.

Prepare outgoing UPS shipments (weigh, label, record) and track; reconcile statements and bill personal shipments.

Operate associated equipment: collator, folder, booklet master, paper drill and paper cutter.

Maintain inventory control and appropriate stock levels for campus duplicating equipment.

Organize and operate recycling on campus including reporting to the State quarterly.

Assist in training, monitoring, and overseeing staff working in the department; delegate work as needed; maintain records of work completed and prepared for distribution.

Provide word processing, desktop publishing, half toning, transcribing services to faculty.

Clean, service, and repair equipment; load paper, calibrate equipment and aligns trays and rollers, inks or tones machine; maintain all equipment in good working condition.

Operate and maintain all additional print shop equipment (folder, cutter, padding press, bindery equipment).

Respond to questions from faculty and staff about work in progress and completed.  
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Demonstrate effective and safe printing methods and provides information on equipment, procedures, techniques, and course requirements.

Type reports, form letters, requisitions, invoices and other materials for the Instructional Staff.

Locate, select, and purchase the most cost-effective and highest quality supplies, services, furniture and equipment for the District.

Receive, inspect, and tag all shipments of supplies, furniture and equipment.

Prepare purchase orders and maintain warranty documentation related to purchases of supplies, services, furniture, and equipment.

Work closely with the accounting department to ensure prompt and appropriate payment for all supplies, services, furniture, and equipment received by the District.

Maintain an up-to-date District-wide inventory that meets state accounting and reporting requirements.

Work with District employees to define current and future supply, furniture, and equipment needs.

Perform other related duties.

**Employment Standards:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of experience and training equivalent to the completion of two years of college supplemented by course work in the field of printing; two years experience in the operation of an offset press or direct process duplicating machines.

**Knowledge:** Knowledge of the operation and care of offset press machines and other duplicating/copying equipment; paper and ink characteristics; general bindery procedures; some graphic arts; computer and computer software such as PageMaker, Photoshop and Corel Draw; office methods, practices and procedures. Demonstrated success with the maintenance of detailed records related to supply and equipment purchases, and after-sale services.

**Ability:** Ability to set up, operate and adjust an offset press machine efficiently and safely; operate auxiliary equipment including a collator, paper cutter, duplicator and binder; understand and carry out oral and written directions; prioritize work orders and schedule duplication tasks efficiently; train, oversee, and monitor the work of others; meet physical requirements necessary for the successful performance of the job; type at a rate of 45 words per minute and take shorthand or transcribe at approximately 80 words per minute; use correct English and punctuation; establish and maintain effective work relationships with those contacted in the performance of required duties. Ability to maintain a detailed automated inventory database;

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comprehend and implement local, state and federally mandated procurement processes and policies.

Physical Effort/Work Environment: Moderate to heavy physical effort with a great deal of lifting boxes of supplies weighing 50 lb or more; unpleasant odors from solvents used in printing and cleaning; high noise level in an indoor work environment; handles flammable chemicals. Much standing.

Licenses and Certificates: When driving a district vehicle a valid California Driver's License and evident of appropriate insurance based on DMV regulations may be requested.

**Job Description Approved: 5/08/02**