

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRODUCTION ASSISTANT

SUMMARY DESCRIPTION

Under general supervision of the Office Support Supervisor, receive files and documents; operate, prepare and maintain a variety of bindery, finishing and reproduction machinery and equipment for the reproduction of duplicating/printed materials for the District; assist with scheduling, organizing and related duties in processing incoming/outgoing work; provide office back up; and clean and maintain a variety of equipment and machines.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Maintain computerized work request log-in and log-out process according to established procedures; organize, prioritize and distribute jobs for completion, including finishing work; and data entry. *E*
2. Receive and initiate phone calls to resolve duplicating/printing problems/complaints and provide information related to duplicating/printing services, procedures and timelines. *E*
3. Assist the Print Shop or OSS in receiving and checking in duplicating/printing supplies; maintain paper stock and print shop supply inventory; maintain reproduction master files and other electronic files and reports on work production logs. *E*
4. Operate, prepare and maintain a variety of specialized bindery, finishing and reproductive machinery and equipment for the reproduction of printed materials for the District and daily use; perform finishing work for printed materials; collate, punch, comb bind, staple, shrink wrap, drill, fold, pad and cut materials according to job orders and requirements. *E*
5. Assist faculty as it pertains to copyright permissions for duplication of classroom materials; perform necessary research. *E*
6. Operate, and maintain a variety of print shop and office support services equipment and finishing work, including automated collator/stitcher, 3 head power drill, power paper cutter, folding machine, binding machines, comb binding machine, electric stitcher, shrink wrap, high-speed digital press photo copier, and equipment for duplicating/printing requests as assigned. *E*
7. Plan, perform a wide variety of clerical support duties related to assigned area including assisting in the departments' billing and mail processes; telephone operations; assist with operations back up. *E*
8. Operate a variety of office machine and high speed digital press photo copiers for processing of duplicating/printing requests; and provide mail processing duties as assigned; utilizing a wide variety of related software. *E*

9. Prioritize office activities to assure time lines are met; type and process documents, coordinate communications and disseminate information. *E*
10. Operate heavy duty paper cutter to prepare paper stock for duplicating/printing. *E*
11. Receive, process, post incoming U.S and inter office mail as back up. Assemble, pack and deliver printed material according to work request. *E*
12. Scan documents for archive and filing on departmental servers.
13. Assist OSS and Print shop as necessary; operate the high speed digital press and copiers as required to meet schedules. *E*
14. Assist in the selection of student workers, train and provide work direction to student workers as assigned.
15. Perform related duties responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Proper methods, materials tools and equipment used in production print shop environment.
 Operation of high speed digital press, High speed copiers and bindery.
 Maintenance and repair of bindery, reproduction and related equipment.
 Occupational hazards and standard safety practices.
 Principles and procedures of record keeping, telephone techniques and etiquette.
 Paper stock used in work.
 Technical aspects in field of specialty.

Ability to:

Provide clerical support to functional area and complete assignments with minimal supervision.
 Perform skilled set ups, operate and maintain a variety of bindery, reproduction and related equipment.
 Operate standard high speed digital press/copiers, and photo copy machines and peripheral equipment.
 Maintain accurate records.
 Assure maximum efficiency and quality products in a timely manner.
 Organize and maintain duplicating/printing supplies and paper supply inventory.
 Understand and follow oral and written direction.
 Meet schedules and short time lines.
 Effectively prioritize work.
 Respond to requests and inquiries.
 Train and provide work direction to others.
 Operate electronic cart and forklift observing legal, defensive and safe driving practices.
 Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community and in writing.
 Communicate clearly and concisely, both orally and in writing.
 Establish and maintain effective working relationships with those contacted in course of work.
 Complete assignments with minimal supervision.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and one year experience with bindery and reproduction equipment.

LICENSE OR CERTIFICATE

Valid California Driver's license and safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed both in office, and in a print shop/production environment working near moving mechanical parts, and standard office setting viewing computer monitor; exposure to noise, dust, fumes, odors, potentially hazardous chemicals, and frequent interruption and distractions; works with machinery; frequently works around loud noise levels; exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in a print shop/production and office setting and operate print shop equipment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Human Resources