



TITLE	CLASSIFICATION	SALARY GRADE
COPY CENTER SPECIALIST	CLASSIFIED	GRADE: J
BOARD POLICY REFERENCE: 2013/14 Classification Review		

**JOB DESCRIPTION:**

Under general direction, coordinate all activities in the Copy Center; oversee all aspects of production and customer service; maintain high volume xerographic equipment; and perform related work as required.

**SCOPE:**

The Copy Center Specialist ensures the timely and accurate reproduction of printed materials; coordinates production of work orders, reviews copyright materials and distributes work assignments to employees; maintains accurate and complete department billing records; determines equipment repair schedule; maintains supply inventory and resolves staff and customer service issues for the Copy Center.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Serves as customer services contact for the Copy Center; explains policies and procedures and resolves issues related to Copy Center services.
2. Develops and implements procedures for the Copy Center; provides input on changes in departmental policies, procedures, pricing and equipment acquisition.
3. Oversees production of and billing for materials at the Copy Center.
4. Screens material to ensure compliance with applicable copyright laws and informs faculty and staff of any copyright issues.
5. Ensures proper formatting and alignment of files for print.
6. Operates high volume xerographic equipment; serves as Key Operator, identifies equipment problems, performs minor repairs to xerographic equipment or arranges for repair service.
7. Schedules and prioritizes work assignments for Copy Center staff.
8. Processes departmental billing including charge backs and student fee-base; maintains records and spreadsheets; provides monthly reports to and verifies budget code information with Accounting; maintains logs for department copiers This item covers your comment about tracking charges and invoices for District copiers.
9. Routes completed work orders to District departments.
10. Coordinates work flow with Graphics.
11. Orders and maintains inventory of supplies.
12. Oversees paper and plastics recycling programs for work area.
14. Supervises, trains and directs the work of student employees; may supervise short-term, non-continuing employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Operate and maintain high volume xerographic and finishing equipment; learn and apply the rules and policies of the Graphics Services Department; learn new procedures and the operation of new equipment quickly; work independently with a minimum of supervision; follow and give oral and written instructions; maintain effective working relationships; interact with the public in a helpful, courteous and friendly manner; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Operation and maintenance of high volume xerographic finishing and offset printing equipment; digital xerographic network systems technology; color xerographic systems; ink, paper stock and chemicals used; health and safety regulations in relation to the use of equipment and chemicals; operation of computers including standard software programs; effective public relations; principles of office management.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Graduation from high school. An associate's degree is preferred.

#### *Experience:*

Increasingly responsible experience operating high volume xerographic and finishing equipment, including previous experience directing the work of others.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking and lifting (up to 50 lbs. unassisted). Must be able to work safely in an environment containing chemicals, toner dust, vapors, and high noise levels using personal protective safety measures.