

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINT PRODUCTION/STAFF LIAISON

BASIC FUNCTION:

Under the Supervisor – Print Services, the Print Production/Staff Liaison performs a variety of responsible administrative, clerical and print production duties in support of the daily operations of the Print Services Department of the Santa Clara County Office of Education.

The Print Production/Staff Liaison works in a print environment and possesses specialized knowledge of printing terminology, technologies, and specifications and uses this knowledge to manage communications between clients and skilled staff; thereby increasing efficiency in print production operations by ensuring that print orders are complete and properly formatted using specialized software. The Print Production/Staff Liaison is responsible for ensuring that print production equipment remains intact and related supplies in stock; performs related duties as assigned.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs a wide variety of clerical/print production and operational support activities

Enters print jobs into print production database; verifies print jobs for accuracy and cost information

Assists callers and provides information seekers with guidance; ensures special requests are addressed and/or met; provides customer service related to production and billing issues

Oversees department budget and special budgets as assigned; monitors expenditures

Uses accounting software, such as Quickbooks to track accounts payable and accounts receivable

Creates reports and manages data in the business system

Manages and maintains print paper inventory and orders and submits print supply orders

Consults with print staff to acquire complex print equipment and parts for press machines

Designs and typesets print jobs

Prepares electronic files and preflights documents using assigned software, such as Adobe Photoshop editing and alteration; creates and organizes print specific PDF files

Serves as a technical resource to staff and outside agencies regarding print activities, timelines, layouts and related functions

Reviews submitted work for reproduction; proofreads work to assure completeness, quality and clarity of original copy



Participates in the development and implementation of printing projects

Verifies, compiles, and records a variety of data/information related to assigned County Office program, department or work unit

Exercises independent judgment of routine actions not requiring immediate attention of the department supervisor

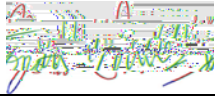
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See to read fine print and operate computer.
Hear and understand voice over telephone and in person.

Approved by Personnel Commission: June 10, 2015
Revised: 05/09/18



05/09/18

Jonathan Muñoz
Interim Director – HR / Classified Personnel Services

Date

