

## **LEAD PUBLICATIONS ASSISTANT**

### **CLASS SUMMARY**

Under general supervision: monitors daily operations and functions of the Quick Center; monitors and reports utilization data of center activities. Operates reprographic, bindery, and related equipment in the production of printed and/or media products; performs clerical work using a desktop computer; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Monitors daily operations and functions of the Quick Center, which includes: photocopying, PC access, printing, scanning text and graphics, test scoring, laminating, binding, and distribution of copier/printer paper, college catalogs and class schedules. Create reports from Quick Center utilization and budget data and serves as liaison to other departments. Collects, inputs and quality check data for a variety of daily, weekly, and monthly reports. Coordinates ordering of all supplies including copying and printing paper for college wide use. Operates equipment including reprographic, collator, paper drill, stitcher, laminator, cutter, padding rack, folding machine, and related equipment; provide general maintenance of machines; accepts incoming work, answers questions or directs questions to proper channels, distributes completed work to college personnel; answers telephone; compiles monthly billing totals and maintains files; files completed work and related materials; inventories supplies, performs general maintenance on equipment; prepares job request forms and distributes incoming work to appropriate work stations; maintains budgetary records.

### **ORGANIZATIONAL RELATIONSHIPS**

This class reports to the designated manager, and relates to faculty, administrative personnel other college personnel, and students.

### **DESIRABLE QUALIFICATIONS GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to three years of work experience in a print shop and/or media resource operation. Some knowledge of clerical procedures.

#### **Knowledge and Abilities**

Knowledge of: Computer applications, modern office practices and record keeping, costing and filing procedures.

**LEAD PUBLICATIONS ASSISTANT cont'd**

Ability to: learn to operate and maintain bindery equipment, reprographic equipment; price and bill publications and media production jobs; prepare simple reports; operate calculator; operate computer and basic word processing programs; establish and maintain effective relationships with faculty, other college personnel, and students; follow oral and written instructions.

Physical Requirements: lifting and pushing heavy boxes of paper.