**Class Summary**

The responsibilities of this classification include leading print shop staff, and operating and performing maintenance on printing equipment in a King County print shop facility.

**Distinguishing Characteristics**

This is the second level of a two-level classification. It is distinguished from the Print Shop Supervisor in that incumbents within the Print Shop Supervisor classification are responsible for supervising print shop staff and overseeing print shop operations.

**Examples of Duties**

*In addition to the duties listed below, incumbents in this classification may be required to perform all or some of the duties contained in the Print Shop Specialist I classification:*

1. Lead print shop staff by providing technical guidance and preparing work schedules.
2. Develop and implement preventive maintenance on equipment.
3. Notify and restrict equipment that is not operating properly.
4. Read meters and report maintenance issues.
5. Create and maintain job folders in the server to meet various print requirements for customers.
6. Work with customers to resolve any product quality complaints and provide print guidance.
7. Track files and graphics projects; maintain archived files.
8. Check customers’ files and fit pages to paper stock; create proof and send to customer for approval.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of high-speed duplicating operations and maintenance

Knowledge of bindery equipment and procedures

Knowledge of paper products including weights, types, and colors

Knowledge of typography, fonts, and appearance

Knowledge of copying techniques and procedures

Knowledge of basic accounting

Knowledge of confidentiality restrictions

Skill in organizational and time management

Skill in problem-solving

Skill in mathematics

Skill in verbal and written communication

Skill in customer service

Skill in operating bindery equipment

Ability in working under time constraints, deadlines, and pressure of changing priorities

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt  |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | Print Shop Specialist IPrint Shop Specialist IIPrint Shop Supervisor |
| **Class History** | 09/2018 - Created |