Position Title: REPROGRAPHICS SPECIALIST II

Recruitment #: #2158

Full/Part-Time: Full-time

Employment Type: Permanent

Bargaining Unit: R07

Salary: $2,603 - $4,227 per month | Non-Exempt

Department: Printshop

Available: July 1, 2017

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: May 25, 2017

Closing Date: June 9, 2017

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES: Work independently under general supervision, performs complex technical support for the Print Shop Department. Provides prepress and preflight support; graphic manipulation, design work, desktop publishing and imposing files. Performs high quality digital press B&W/Color printing work including advanced variable data and digitally manipulating color values, setting up files and equipment for printing and finishing. Maintains and troubleshoots equipment to ensure optimal machine performance. Digital printing work preferred; Set up bindery equipment to specifications for binding, monitors machines to ensure adherence to specifications; unloads, stacks and prepares orders for delivery. Perform related administrative functions, reviewing work, providing quotes, provide lead work direction to students, including overseeing daily operations in one or more areas within the print shop, assisting employees and the supervisor in putting together work procedures, organizing work flow. Assists customers with production orders; coordinates deliveries of finished orders. Also, provides technical, clerical, and general assistance in all forms of supporting the operation of the Print Shop including accounting functions, billing, CashNet deposits, running a cash register, and providing input in overall operational requirements. Other duties as assigned.

REQUIRED QUALIFICATIONS: High school diploma or equivalent, and a minimum of two years of job related

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experience, or an equivalent combination of experience and education. Previous Digital Color press operation and maintenance, experience in digital prepress operations or related areas. Experience with digital color correction and/or image retouching from digital design files, scanned and/or digital images. Experience using PC and Macintosh computers and various design software, such as: Adobe Acrobat, Adobe InDesign Photoshop, Illustrator, Word, and Excel. Ability to manage productivity in a high-volume environment. Previous experience with Print Shop operation, maintenance, and computer generated output system preferred. Skilled in problem solving and troubleshooting related to computerized reproduction processes and equipment. Ability to operate and maintenance equipment, such as Digital Presses, high speed copiers, paper/flat cutter, folder, shrink wrapper, collator, booklet maker, drill, comb binding, coil binding, puncher, tabbing machine and envelope printer. Ability to read and write in English at a level appropriate for the position, including the ability to follow oral and written instructions; Ability to perform arithmetic computations; Organizational and file management skills to handle multiple, high priority projects with a keen attention to detail. to follow and comply with all safety and work rule regulations; Ability to work as part of a team with excellent interpersonal and customer service skills. Ability to work within a diverse environment and be service oriented in working with customers which include staff, faculty and students and to establish and maintain effective working relationships within and outside of the print shop. Regular and reliable attendance is required.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html) and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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