Definition of Class
This is a non-supervisory position in which the incumbent is responsible for operating and monitoring single and multi-color offset printing presses that produce the finished product. Incumbent takes all electronic design files and manipulates them into printable files by adding imposition, trapping, color separation, color bars, resolution checks, and printability verifications. The incumbent also operates commercial photographic equipment to produce negatives and photographic plates to meet specifications of printing orders and maintains the inventory of all printing materials.

Examples of Work Performed
Operates and monitors the operation of single and multi-color offset printing presses and peripheral equipment. Adjusts press according to sheet size and paper weight. Mixes and controls flow of ink and matching colors. Ensures that press registers, loads, unloads, and cuts paper.

Performs preventative maintenance, adjustments, and repairs on press as required.

Serves as camera operator and plate maker. Operates commercial darkroom vertical camera to photograph the materials to be printed including determining program required for shot, assessing the quality and adjusting settings as needed, stripping negative in preparation for plate making process, making plate and delivering to pressroom.

Uses computer, scanner, and associated software to prepare quality photographic plates and negatives for use in printing. Uses scanner on photos to obtain gray scale scan, adjusts quality of scan for print, places scan in proper document and outputting to film for stripping.

Maintains inventory of all materials related to printing process. Records time and materials expended per order for billing purposes.

Orders and maintains inventory on photographic supplies. Recommends purchase of equipment.

Assists in training and providing technical guidance to new employees, training assistants, and staff.

Takes all electronic design files from Printing, Publications, and the campus community and manipulates them into printable files by adding imposition, trapping, color separation, color bars, resolution checks, and printability verifications.

Calibrates image setter; sends jobs to the image setter; and roams jobs on the image setter.

Processes jobs through the film processor and inspect film.

Maintains department computer systems hardware and software.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.
1. Operates and monitors single and multi-color offset printing presses.
2. Maintains the inventory of all printing materials.
3. Operates commercial photographic equipment to produce negatives and photographic plates to meet specifications of printing orders.
4. Processes all electronic design files. Manipulates them into printable files by adding imposition, trapping, color separation, color bars, resolution checks, and printability verifications.
5. Maintains department computer systems hardware and software.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to sit; run; climb, and crawl.

**Experience/Educational Requirements:**

**Education:**
Graduation from a standard four-year high school or equivalent (GED).

AND

**Experience:**
Five (5) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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