

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR PUBLISHING SPECIALIST - 1263

DEFINITION:

Under general supervision, to perform complex printing, copying, scanning, and plotting work in all phases of the printing process; to lead the work of other Publishing Services staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the super-journey/lead classification in the Publishing Specialist series. This class is distinguished from Publishing Specialist II in that the Senior Publishing Specialist performs the most complex Publishing Specialist duties and leads the work of other Publishing Services staff.

* EXAMPLES OF DUTIES:

- Leads and trains subordinates in Publishing Services and participates in the operation of a variety of bindery and photocopying equipment;
- Performs the most complex printing, bindery, copying, scanning, and plotting work;
- Troubleshoots and performs minor and preventative maintenance on all equipment used;
- Performs minor repair, maintenance, and servicing of bindery equipment;
- Prepares printing and reproduction specifications for Publishing Services and outside vendors;
- Confers with other departments regarding project needs;
- Performs basic document formatting and non-creative printing design work;
- Receives, determines format and processing procedures, and produces photographic material for use in Publishing Services;
- Produces plates using digital plate making equipment;
- Trains Publishing Services staff in the operation of new equipment and assists them in setting up the more difficult printing, bindery, copying, scanning, and plotting jobs;
- Provides technical specifications of Publishing Services equipment and maintains service records;
- Updates the computerized work management system;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of full-time experience operating printing, copying, scanning, and plotting equipment at a level equivalent to the City's Publishing Specialist II. May require possession of a valid California Class C Driver license.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.