

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Press Operator**

Dept: **Graphics and Printing**

Reports to: **Graphics Supervisor**

Effective Date: **Revised January 2021**

Job Code Number: **10493**

Grade Number: **15, Represented**

FLSA Status: **Non-exempt**

General Position Summary:

Operate and maintain digital imaging printing press such as Presstek Directpress 5634 and other print shop equipment. Order and maintain inventory of paper, ink and supplies essential to printing operations with vendors and through purchase request system.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Set up, operate and maintain digital imaging 4-color printing press. Calibrate, operate and maintain raster image processor and Epson proofing printer.
2. Coordinates printing priorities and schedule with Graphics Supervisor. Maximize efficient use of press operation time, paper and supplies.
3. Perform press setup operations including: following DI press pre-operation maintenance schedule, downloading jobs in preparation for daily print schedule, press calibration, paper loading and selection.
4. Perform post press operations including: scheduled DI press maintenance on a daily and weekly schedule; bindery, finishing and shipping preparation, including operation of electronic paper cutter, paper folders and other bindery equipment as required.
5. Monitor press and arrange for warranty and service contract maintenance and repair as required.
6. Maintain clean work area.
7. Order and maintain press and printing supplies, work with vendors and the KCLS purchasing department to ensure adequate inventory and timely delivery of essential supplies.
8. Attended required training sessions.

Secondary Duties:

1. Provide backup assistance to Graphic Technician in monitoring print, copy and form orders ready for production.
2. Operate digital copiers as needed to assist in completing print copy and form orders on schedule.
3. Deliver printed materials to departments including Shipping.
4. Perform other related duties as required or as assigned.

Core Competencies:

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and Technical Knowledge**

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Organizing and Planning**

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

**Work Quality**

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

**Teamwork/Collaboration**

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

**Adaptability and Flexibility**

Adapts and adjusts comfortably to changing or different situations, conditions, and work responsibilities in ways that still result in productive performance.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- High school diploma or GED equivalent along with specialized graphic production training.
- Successful completion of certified training program for Presstek Directpress 5634 or equivalent.
- Demonstrated ability to produce quality products according to specifications.
- Classroom and on-the-job training to learn specialized functions.

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally sitting and will seldom stand and frequently walk. Will frequently reach up to chest level and below waist. Neck rotation may be up to frequent to monitor machines. Frequent bending, twisting at waist, occasionally squatting and seldom kneel while performing regular duties. Constantly using hands in conjunction with frequent finger use, this handling may be repetitive up to occasionally. The employee will frequently lift 20 pounds, occasionally lift to 35 pounds and seldom up to 60 pounds. Employee will frequently push/pull light force and seldom push/pull carts and pallet jacks using moderate force.

WORK ENVIRONMENT

Work is performed indoors in a print shop environment and involves heavy lifting, constant standing, and working near moving mechanical parts and working with harmful chemicals requiring that appropriate precautions be taken.

Advancement Possibilities:

Open depending on education, experience and training.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR