

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Offset Press Technician	SALARY GRADE:	WS-06
DATE REVISED:	December 1, 2014	EEO CODE:	05
JOB CODE:	9062	FLSA STATUS:	Non-Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: This position involves the operation of small offset presses and duplicators with the responsibility of producing quality images in color or black white within the timeframe that is specified by the work order.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include administrators, faculty, students and staff of the department and University. External contacts include vendors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES:

- Performs preliminary work on the press such as mixing the inks and chemicals for proper balance.
- Performs minor maintenance and repairs to the presses.
- Adjusts press micrometer for various paper thickness and density.
- Maintains the preferred ink balance for half-tones, gradations, and solids.
- Makes proper adjustments for printing projects that require perfect registration.
- Receives cross training in lithography, bindery and high volume color copying.
- Serves as back up to all positions in the press and post press area with the exception of the mid size press operator.
- Performs other related duties as assigned.

