

Publications Technician (SC - Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252708>

Downloaded On: Feb. 5, 2025 4:47pm

Posted Feb. 5, 2025, set to expire Jan. 28, 2026

**Job Title** Publications Technician (SC - Substitute)

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Feb. 5, 2025

**Application** Open until filled

**Deadline**

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4819273/publications-technician-sc-substitute>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
  
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.
  
- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
  
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Under general supervision from the Director of Public Information and Marketing, performs a variety of technical duties in the production of typeset publications and documents including booklets, brochures, flyers, forms, programs, note paper, business cards, teaching aids, instructional materials, newspapers and other similar items; operates and maintains a variety of equipment used in the production of publications; and performs a variety of technical duties relative to assigned area.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of duties related to the production of publications; consult with department representatives in-person to determine publication needs and/or receive instructions via phone, email, and fax; complete a job ticket for each publication; enter written copy into computer; determine proper layout, type styles, size and appearance of product to ensure compliance with requested output.
2. Produce a variety of publications including but not limited to certificates, forms, flyers, brochures, signs, folders, bookmarks, invitations, tickets, name tags, labels, notice cards, postcards, calendars, booklets, newsletters, posters, newspaper advertisements, programs,

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handbooks, study guides, manuals, and stationery.

3. Operate and maintain computers, scanners, and printers for a variety of layout, graphic and printing activities including desktop publishing, typography and word processing; create and format computer files for new publications; recommend new systems and software to improve production quality as necessary.
4. Create electronic files for viewing and printing by department representatives, for the College's Webmaster to publish on the website, for the Copy Center's server, and for outside vendors.
5. Proofread documents for spelling and grammatical errors; inspect documents for proper spacing, justification and hyphenation; make corrections as necessary.
6. Scan typed documents, photos, and graphics for insertion into publications using appropriate software.
7. Research, design, and create maps of the college campus and surrounding areas.
8. Maintain and clean computers and printers as needed; contact vendors for equipment repairs and maintenance; inform supervisor of needed repairs and maintenance.
9. Calculate pica widths and depths for proper copy fitting; adjust lettering to ensure proper kerning of words.
10. Serve as liaison with department representatives, students, staff, vendors, other departments, and the general public; respond to inquiries in person and over the phone; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
11. Ensure proper inventory of supplies including photographic paper, chemicals and cleaning supplies.
12. Maintain a variety of publication files and records; ensure proper storage and back-up of computer files; maintain cross-reference system between paper files and computer files.
13. Calculate the cost to be billed to each client after completion of publications using the department's established price lists; complete invoices for submission to clients.
14. Operate a variety of office equipment including word processors, printers, copiers, calculators and typewriters; type and prepare documents; train students in journalistic terminology and newspaper standards.
15. Train District staff, students and faculty in the use and maintenance of computer and printing/copying equipment.
16. Assist other departments as necessary.
17. Perform related duties as required.

**QUALIFICATIONS**

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Knowledge of:**

Advanced publishing techniques, design, cartography, and tables.

Office procedures, methods, and equipment including computers and applicable software applications such as desktop publishing, scanning, word processing, spreadsheets, and databases.

Principles of journalism relating to the production of a college newspaper.

A variety of different types, weights, sizes, and colors of paper.

Basic operations of the Internet.

Operation and care of computers, scanners, printers, copiers, calculators, and related equipment.

Principles and practices of mathematics used in calculating layouts and formats.

English usage, spelling, grammar, punctuation, hyphenation and proofreaders' marks.

**Ability to:**

Design a variety of publications.

Operate office equipment including computers, scanners, printers, copiers, and supporting desktop publishing, scanning, word processing, spreadsheet, and database applications.

Troubleshoot mechanical and operational machine problems.

Select type styles, sizes and formats according to document needs.

Calculate type to ensure proper format.

Research and interpret maps from the Internet and printed guides.

Maintain an electronic filing system.

Maintain files and records.

Type at a speed necessary for successful job performance.

Pay attention to detail in order to proofread and review documents.

Follow verbal and written instructions with minimal supervision.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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### **EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

Equivalent to two years of college-level course work in graphic design and production.

#### **Experience:**

One year of desktop publishing experience is highly desirable.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; work with production equipment and machinery; exposure to radiant energy, noise, and toxic chemicals. At least minimal environmental controls are in place to assure health and comfort.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

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NBU employees are limited to working in a single position for a single department and site (assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15<sup>th</sup> of the first month to the 14<sup>th</sup> of the second month. NBU employees are paid on the 10<sup>th</sup> of the third month.

**Example:** For the following reporting period: September 15<sup>th</sup> through October 14<sup>th</sup>, the NBU employee will be paid on November 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers



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obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrrinfodesk@socccd.edu](mailto:hrrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or



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[www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.



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**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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