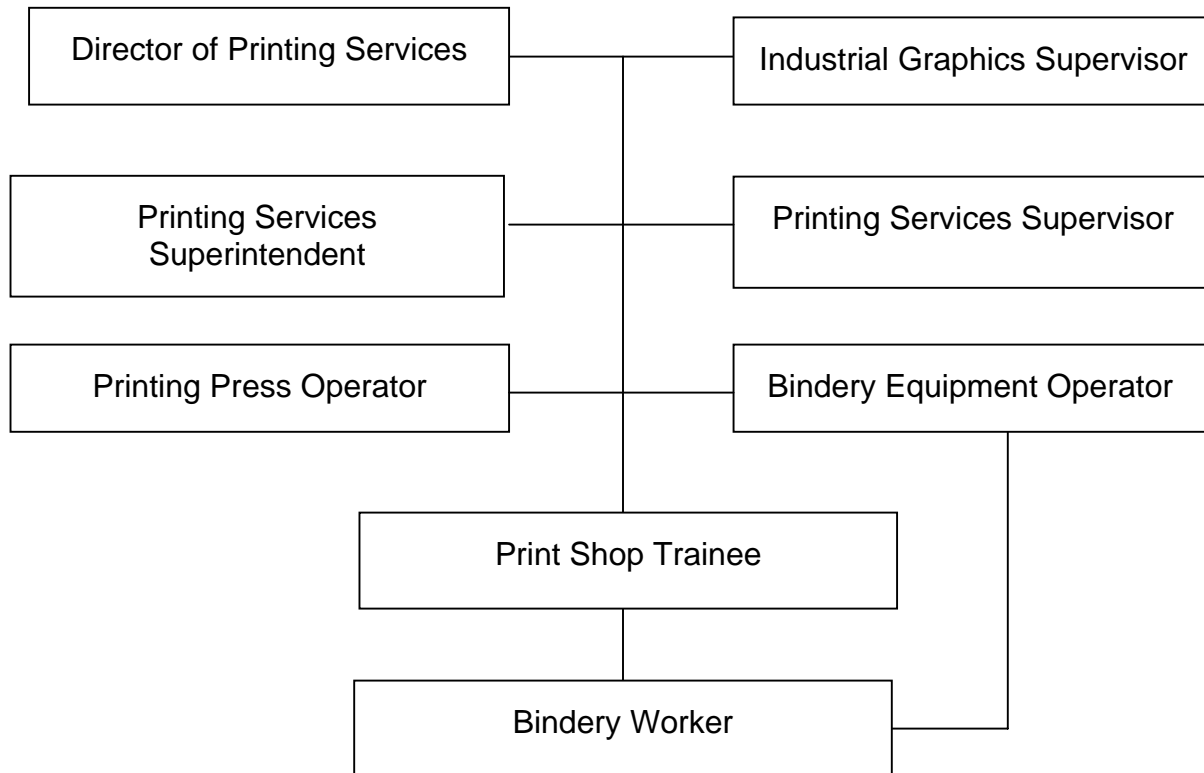


**CITY OF LOS ANGELES
PERSONNEL DEPARTMENT**

CAREER OPPORTUNITIES FOR BINDERY WORKER

This information is being given to you to describe potential opportunities as a Bindery Worker. The career ladders that Bindery Workers most commonly enter into are diagrammed below. The typical duties and requirements for the first promotional level of these career ladders are also described. However, these may be subject to change. You may review the class specifications and some job bulletins through the Personnel Department's website at www.lacity.org/PER or you may request a copy of this information from the Personnel Department, Room 100. We encourage you to examine the options open to you and to prepare yourself for the promotions for which you qualify.



DUTIES AND REQUIREMENTS OF FIRST PROMOTIONAL LEVEL

Print Shop Trainee

Duties: Does routine print shop work in a learning capacity, including darkroom camera operation, offset stripping, electronic pre-press system operation, offset form preparation, offset press operation or bindery work.

Requirements:

1. One year of full-time paid craft experience in printing, duplicating or bindery work.
2. Completion of a printing course in a recognized trade school or high school may be substituted for each six months of the required experience.

Bindery Equipment Operator

Duties: A Bindery Equipment Operator sets up, operates and adjusts large bindery equipment and machinery much as large programmable power-operated paper cutting machines, collators, stitchers, and folding machines; may provide leadership and supervision to a group of journey-level operators and other employees performing such work.

Requirements:

Completion of a recognized apprenticeship or the attainment of journey-level rank as a Bindery Equipment Operator.

Note: The above information does not replace class specifications and examination bulletins.

PREPARING YOURSELF FOR PROMOTION

1. Broaden your work experience by taking advantage of job rotation and transfer opportunities. Take advantage of on-the-job training opportunities relating to your work.
2. Take advantage of formal education opportunities relating to your work.
3. Learn and stay abreast of laws, procedures, policies and practices relating to your career ladder.
4. Carefully review examination bulletins and class specifications for promotional classes to determine the kinds of skills, knowledges and abilities you need to develop for promotion.
5. Request for Notification cards may be completed in Room 100 of the Personnel Building (847-9240) to notify you by mail when a specific examination is open for filing. Familiarize yourself with the areas in your work location where weekly job bulletins are posted.
6. Employees may obtain career counseling from the Personnel Department's Employee Development Section, (213) 847-9800, in Room 380, Personnel Building.