



CITY OF TORRANCE
Central Services Series

Central Services Supervisor
 BA w/ major course work in the arts, art illustration, graphic arts, or related degree; & 5 years experience in all phases of a print shop operation including 2 years experience in the graphic/ commercial field art involving substantial illustration background. Experience in a supervisory or lead capacity and experience in mail delivery services is desirable.

Central Services Coordinator
 3 years experience in operating and maintaining printing and duplicating equipment; and a valid Class 3 CDL.

Graphic Designer
 2 years experience in computer aided graphics design utilizing computer software programs currently in use by the City.

Reprographic Specialist
 1 year experience with digital printing equipment and commercial bindery equipment. Knowledge of stockroom and inventory procedures preferred; and valid Class C CDL. Obtain and maintain forklift certification within 6 months of hire.

