



For the future of every student

CLASS TITLE: GRAPHICS TECHNICIAN

BASIC FUNCTION:

Under the direction of the Graphics Supervisor, perform a variety of technical duties involved in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials for the District; operate computers, specialized software, and high-speed reprographic and finishing equipment in the production of various District materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the design, formatting, layout, production, printing and duplication of a variety of materials such as forms, flyers, letterhead, postcards, report cards, booklets, newsletters, agenda items, bids and brochures; prepare graphics and materials for printing and reproduction.

Operate an assigned computer system, specialized peripherals and graphics software to prepare and design written and graphic materials; enter text and graphic elements using a keyboard, scanned materials or data files; format, lay out and arrange data.

Create, plan and layout text and art work; select type, style and size of fonts, spacing of letters and text lines, and placement, size and type of photos and art work to be used according to project specifications and staff input; reduce and enlarge text and images as needed.

Select appropriate equipment, settings and paper stock for projects; prepare copiers for extended production runs and monitor equipment during the duplication process; adjust equipment settings to enhance clarity of printed materials.

Review work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; cut, collate, assemble, drill, hole punch, fold, pad, bind (off line tape binding and plastic comb binding), and staple reproduced materials as needed; prepare and package completed projects for distribution.

Operate a variety of reprographic and finishing equipment including high speed copiers, folders, cutters, staplers, drills, binders, computers, scanners and assigned software.

Confer with staff to determine product output from rough draft, work orders and oral instructions; review completed jobs and monitor works in progress to assure proper application of paper weights, sizes, digital printing processes, inks and related specifications.

Clean and maintain equipment in proper working condition; clear paper jams; replace toner and adjust equipment in response to minor malfunctions; report major maintenance and repair needs to appropriate personnel; maintain related work area in a clean and organized manner.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; initiate and receive telephone calls; greet and assist visitors.

Maintain various records and files related to projects and assigned activities.

Receives and stores supplies; picks up and delivers jobs and materials as needed.

OTHER DUTIES:

Perform related duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and techniques involved in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials.

Office duplicating processes and machines including high speed copiers, printers, and related finishing equipment.

Methods, terminology, equipment, materials, processes and procedures used in the production of printed and graphic materials.

Page layout and graphic arts design techniques and procedures.

Methods and procedures of operating computers and peripheral equipment.

Computers and graphics software applications used by the District.

Modern office practices and procedures.

Methods of collecting and organizing data and information.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

Safe work practices and procedures.

ABILITY TO:

Perform a variety of technical duties involved in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials for the District.

Operate an assigned computer system, specialized peripherals and graphics software to prepare and design written and graphic materials for printing.

Utilize high-speed reprographic and finishing equipment in the printing and reproduction of a variety of District materials.

Enter text and graphic elements using a keyboard, scanned materials or data files.

Assemble, collate, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.

Arrange, layout and make effective use of visual materials.

Create, plan, develop and layout text, color and art work.

Review completed jobs and monitor works in progress to assure proper application of paper weights and sizes, digital printing processes, inks and related specifications.

Maintain reprographic and related equipment in proper working condition.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Provide information and assistance to staff members in a helpful, courteous and timely manner.

Meet schedules and time lines.

Maintain confidentiality of privileged information obtained during the course of work.

Understand and follow oral and written instructions.

Maintain various records related to work performed.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school or equivalent and one year experience in the production, printing and duplication of a variety of documents and materials including work with graphic design, high-speed copiers, computers and related graphics software applications. Specialized training in high-speed digital printing and copying operation, and/or college or vocational courses in materials reproduction, graphic arts or related field are desirable.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of copier equipment.

Standing for extended periods of time.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Seeing to read a variety of materials and monitor printing operations.

Bending at the waist, kneeling or crouching to retrieve and store supplies.

Reaching overhead, above shoulders and horizontally.

Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.

Approved by Personnel Commission:

06/18/2008

Revised:

01/25/2018