



GRAPHICS SPECIALIST

Purpose Statement:

The job of Graphics Specialist is done for the purpose/s of producing of materials needed by District personnel and/or outside agency clients for a variety of purposes (e.g. instruction, conferences, special events, meetings) and delivering completed materials that meet quality standards and within established time frames.

Essential Functions

- Communicates with district personnel, vendors, and others as needed for the purpose of completing work orders correctly and in a timely manner.
- Produces a variety of materials (e.g. curriculum, books, brochures, certificates, flyers, awards, programs) for classroom teachers, district personnel, and outside agencies in an efficient, timely, and organized manner.
- Operates, maintains, troubleshoots, and repairs a variety of graphics department machines and equipment (e.g. high speed production printer, wide format printer, digital press, digital duplicator, drill, shrink wrap, laminator, collator, electronic cutter) for the purpose of ensuring availability of printed materials as required and proper working condition of equipment.
- Cuts paper stock as needed to achieve the proper completion of orders.
- Estimates supply needs and job costs for the purpose of determining the feasibility of projects within budget constraints. Provides quotes and proofs as requested.
- Inspects printed jobs (e.g. reviews originals, basic layouts, scans) for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
- Maintains a variety of files and records (e.g. billing files, copy orders, meter read) for the purpose of providing complete and accurate documentation and audit trail.
- Maintains equipment, tools and work areas (e.g. cleaning work area, loading supplies, clearing paper jams) for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.
- Maintains inventory of office supplies for the purpose of ensuring availability as needed.
- Applies functional knowledge of standard industry and District software (e.g. Adobe products, Microsoft Office, Digital Storefront), and workflow/production software (e.g. Fiery, Google products) in order to generate the products and services offered by the department. Remains current in these areas as products change and evolve.
- Uses knowledge and understanding of printing properties, layouts, printing terminology (e.g. bleed, saddle stitch, 2up, perfect bind) and paper types, to create and produce professional quality materials and products.
- Prepares jobs (e.g. binding, collating, folding, stapling, shrink-wrapping) in order to package and process for distribution.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Submits supply orders for the purpose of ensuring availability of supplies and materials necessary to complete jobs.
- Receives, accesses, analyzes, and manipulates files from multiple sources and devices to achieve desired product outcome results.
- Uses appropriate billing software to input job costs and generate invoices.
- Educates and trains staff and other users regarding the products available to them, how to place orders, utilize software, or otherwise access and maximize department services/capabilities.
- Processes student records in a manner that ensures that confidentiality is maintained.
- Troubleshoots and responds to customer concerns about products, orders, or service (e.g. missing or overdue orders, production errors) in order to achieve a high incidence of customer satisfaction.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in printing industry; preparing and maintaining accurate records; and operating standard office equipment including computers and pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures; write routine documents; speak and communicate clearly; and understand multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; use of computers and software; and operation of photocopiers and other related print shop equipment.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. In working with others, some problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; organizing and prioritizing work to meet deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 17