

JOB DESCRIPTION
Pleasanton Unified School District

LEAD GRAPHICS TECHNICIAN

Purpose Statement:

The job of Lead Graphics Technician is done for the purpose/s of overseeing the daily operation of the print shop; ensuring all print and copy jobs are completed in a timely and organized manner; directing department personnel; and ordering supplies for the department.

Essential Functions

- Calculates resource estimates (e.g. personnel time, material costs, etc.) for the purpose of providing printing and/or duplicating orders within specifications.
- Coordinates all jobs for the print shop for the purpose of ensuring that jobs are completed on time and within specifications.
- Directs the daily operations of the print shop and personnel (e.g. train, schedules, assigns work, etc.) for the purpose of ensuring work is completed safely, accurately and in a timely manner.
- Inspects printed and copied jobs for the purpose of ensuring jobs are completed within requested specifications, quality standards and quantity requirements.
- Maintains a variety of files and records (e.g. print orders, department billing files, maintenance agreements, etc.) for the purpose of providing complete and accurate documentation and audit trail.
- Performs functions of the Graphics Clerk and Graphics Technician as may be required for the purpose of providing the materials to complete the requested jobs.
- Procures supplies for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to inquiries related to Print Shop for the purpose of providing requested information and/or referring to appropriate resources.
- Trains personnel to maintain printing machines, equipment, tools and work areas for the purpose of ensuring a safe working environment and availability of equipment as needed.
- Troubleshoots and repairs minor to moderate equipment malfunctions for the purpose of ensuring that jobs are completed within requested specification and quality standards.
- Typesets complex jobs for the purpose of providing visually professional documents for District use.

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 single, technical tasks with a need to occasionally 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 a commercial print shop; preparing and maintaining accurate records; and operating standard office equipment including computers and pertinent software applications; planning and managing projects; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; offset press; platemaker; binder equipment; measurements; chemical mixing; high speed copier; computers; and digital equipment, etc.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; 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 and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 25% walking, and 60% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Targeted job related education that meets organization's prerequisite requirements.

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 30