

JOB DESCRIPTION
Pleasanton Unified School District

GRAPHICS TECHNICIAN

Purpose Statement

The job of Graphics Technician is done for the purpose/s of providing printed materials needed by District personnel and/or outside agency clients for instruction, conferences, special events, meetings; ensuring the safe and efficient operation of reproduction services; and delivering completed materials within established time frames.

Essential Functions

- Calculates resource estimates (e.g. material costs, personnel time, etc.) for the purpose of providing printing and/or duplicating orders within specifications.
- Copies a variety of materials for the purpose of providing finished orders in a timely and organized manner.
- Cuts paper stock to job size and job to finished size for the purpose of providing materials necessary for completion of print orders.
- Inspects printed jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
- Maintains a variety of files and records (billing files, copy orders, etc.) for the purpose of providing complete and accurate documentation and audit trail.
- Maintains paper supplies, printing machines, equipment, tools and work areas (e.g. cleaning work area, ink, load supplies, clear paper jams, etc.) for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.
- Operates a variety of equipment (e.g. presses, high speed and color copiers, cutter, binder, drill press, laminator, shrink-wrap, collating machine, etc.) for the purpose of ensuring availability of printed materials as required.
- Performs plate making for press (e.g. negatives for plate, creates layouts for camera ready copy, job samples, etc.) for the purpose of providing the materials to complete the requested jobs.
- Performs typesetting for the purpose of providing visually professional material.
- Prepares printing job/s (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution.
- Prints all standard forms and other documents (e.g. announcements, letterhead, business cards, forms, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings.
- Processes information and reconciles account balances for the purpose of maintaining accurate account balances.
- 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.

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 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 utilizing pertinent software applications.

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

ABILITY is required to schedule activities; 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 processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types 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 independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; prioritizing work to meet deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some 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 requires 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 within specialized field is required.

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

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status Non Exempt

Salary Grade Classified 18