

Job Description

Job Title: **Graphic Design and Prepress Technician**
 Job Family: **Printing Services**
 Pay Program: **Classified**
 Prepared/Revised Date: **October 9, 2007**

Job Code: **1403**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 24**
 Typical Work Year: **12 months**

SUMMARY: Collaborate with district staff to provide professional Graphic Design, and layout of printed and electronic materials to support the need of district and other customers. Responsibilities include designing brochures, logos, letterheads, envelopes, certificates, attendance cards, posters and other miscellaneous products. Additional responsibilities include the review and modification of print color, the correctness of fonts and graphics for quality and format; exporting files. Act as customer contact for print submission and coordinate production and delivery schedules. Perform digital prepress functions using the Harlequin RIP for the full color offset press and other wide format digital printers. Work with external vendors to determine price quotes, printing schedules and coordinate prepress requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Use Desktop publishing software to provide professional Graphic Design and layout for electronic and printed materials including brochures, logos, letterheads, envelopes, certificates, attendance cards, posters, flyers, business cards, stickers, signs, notepads, labels, marketing materials and book design. Duties include scanning and scaling of images, creating clipping paths and masks, image airbrushing and touch-ups, cropping, creating illustrations, font selection, locating and selecting photographs, images and clipart from stock photography organizations. Shoot photographs for use in print and electronic projects. Additional duties related to graphic design include listening to the customer needs and determining the correct printing method to conform to customer budgetary requirements. Identify correct paper type, press and bindery functions. Maintain, archive and retrieve data files form department server and storage units.	D	60%
2. Perform digital prepress functions including: preflight incoming jobs; check for appropriate color format, fonts, and graphics for quality and correct formats; adjust and manipulate files including photo adjustment/enhancement, color conversion (RGB to CMYK) and export; set up files in the department’s current design and layout software. Determine page layout, accounting for folds, trims, bleeds and gripper, and adding crop marks and color bars as necessary; send press-ready documents to Heidelberg and proof color and final layout at both rip and press stations; and provide mock-up to pressman and coordinate printing schedules. Export files as necessary and provide to external vendors, perform color press checks and monitor job production	D	20%
3. Prepare price quotes for customers based on printing methods, paper choice, bindery, mailing and labor. Communicate pricing to customer. Create and open print requests within the department’s current Job Management/Accounting software. Coordinate and monitor production for concept to delivery. Duties may include ordering paper, coordinate staff and printing schedules, communicate with customers on timelines and progress, provide mock-up to press and bindery, approve make-ready and bindery.	D	10%
4. Perform and provide technical support to Office Managers, Secretaries, Administrative and support staff regarding higher level activities within software applications such as creating templates, using data linking commands, form-fill and mail-merge.	W	5%
5. Perform other job-related duties as assigned.	Ongoing	5 %
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Specialized courses in graphic design and digital prepress.
- Minimum of 4 years general work experience.
- Minimum of 2 years experience in a print shop environment which included graphic design, digital prepress, typography, page layout, print production and finishing methods.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced graphic design skills including scanning files, creating/editing graphics, enhancing/manipulating photographs, color management, typography and page layout.
- Knowledge of professional design theory.
- Customer service skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of digital cameras.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and various clip art and photography sources.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of color laser and large format printer required within one month after entering position.
- Operating knowledge of Adobe Photoshop, Illustrator, Pit Stop Professional, and Adobe InDesign required.
- Operating knowledge of bindery equipment preferred.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Printing and Office Support Manager	5038

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Prepare print request bids and quotes based on established price guidelines. Determine final cost of job and submit for billing. Provide cost estimates to customers and obtain their approval.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	