

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Lead Graphics Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Graphics/Warehouse	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	30
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, oversee the daily operations of the print shop, ensure all print and copy jobs are completed in a timely and organized manner; direct department personnel; and order supplies for the department.

ESSENTIAL FUNCTIONS:

- Oversee and participate in printing a variety of materials including curriculum, books, brochures, certificates, flyers, posters, banners, awards, programs, envelopes and business cards for classroom teachers, district personnel, and outside agencies in an efficient, timely, and organized manner.
- Design and update forms, labels, letterhead, maps, and set-up flyers for District.
- Train and provide work direction to assigned personnel; assign employee duties and review work for accuracy and completeness; ensure various areas within the department have coverage.
- Train personnel to maintain printing machines, equipment, tools, and work areas; ensure a safe working environment and availability of equipment as needed.
- Coordinate and ensure that jobs are completed on time and within specifications; inspect completed jobs to ensure work, meets quality standards, and quantity requirements
- Calculate resource estimates including time and material costs in order to provide printing orders within specifications.
- Prepare and maintain a variety of files and records related to assigned activities including print orders, department billing files, maintenance, and agreements; provide complete and accurate documentation and audit trail.
- Perform various functions of the Graphics department as may be required.
- Maintain inventories and order supplies as needed; ensure availability of required items.
- Communicate with district personnel, vendors, and others as needed to exchange information; respond to inquiries and provide requested information and/or refer to appropriate resources.
- Troubleshoot and respond to customer concerns about products, orders, or services; address client questions and inquiries regarding processes, procedures, and deliverables.
- Operate, maintain, and troubleshoot a variety of graphics department machines and equipment; ensure equipment is maintained in proper working condition.
- Apply functional knowledge of standard industry and District software and workflow/production software in order to generate the products and services offered by the department; maintain current knowledge of these areas as products change and evolve.
- Utilize knowledge and understanding of printing properties, layouts, printing terminology, and paper types to create and produce professional quality materials and products.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

Lead Graphics Specialist

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods, practices, terminology, equipment and procedures used in the production of printed and graphic materials.
- Operation of various graphics department machines including digital press and high-speed copy machines.
- Page layout and graphic arts design techniques and procedures.
- Technical specifications on ink and papers used in printing operations.
- Operation of photocopiers and other related print shop equipment.
- Applicable laws, codes, rules and regulations.
- Principles of training and providing work direction.
- Copyright rules, regulations and restrictions.
- Related safety practices and procedures.
- Basic English usage, grammar, spelling, punctuation and vocabulary.
- Technical aspects of field of specialty.
- Recordkeeping and report preparation techniques.

Ability to:

- Plan and oversee various Graphics department projects.
- Coordinate operations and communications between personnel and outside agencies to assure smooth and efficient printing activities.
- Train and provide work direction to assigned personnel.
- Perform a variety of technical duties involved in the design and production of printed materials and related graphic arts to meet District and customer needs.
- Arrange, layout and make effective use of visual materials.
- Communicate with clients to plan, design, and layout text and art work and to determine final output.
- Coordinate operations and communications between personnel and outside agencies to ensure smooth and efficient printing activities.
- Operate a variety of job-related equipment including Graphics department machines and equipment, a computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Maintain records and prepare reports.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

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

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Office environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Significant lifting, carrying, pushing, and/or pulling.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 15% sitting, 25% walking, and 60% standing.

Hazards:

- Noise from equipment operation.
- Temperature variations.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- State Mandated Training
- Criminal Justice Fingerprint/Background Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.