

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Graphics Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Graphics Warehouse	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	17
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, produce materials needed by District personnel and outside agency clients for a variety of purposes including instruction, conferences, special events, and meetings; prepare and process completed materials for distribution.

ESSENTIAL FUNCTIONS:

- Print 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.
- Operate, maintain, and troubleshoot a variety of graphics department machines and equipment; ensure equipment is maintained in proper working condition.
- 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.
- Estimate supply needs and job costs and determine the feasibility of projects within clients' budget constraints; provide quotes and proofs as requested.
- Inspect printed jobs including reviewing originals, basic layouts, and scans; ensure jobs are completed within requested specifications, quality standards, and quantity requirements.
- Prepare jobs to "print finishing" specifications such as binding, collating, folding, stapling, and shrink-wrapping in order to package and process for distribution.
- Receive, access, analyze, and manipulate files from multiple sources and devices to achieve desired product outcome results.
- Check, date, and sort daily incoming hard copy work requests.
- Prepare and maintain a variety of files and records such as billing files, copy orders, and meter reads in order to provide complete and accurate documentation and audit trail; use appropriate billing software to input job costs and generate invoices.
- Maintain inventory of graphics supplies; submit supply orders according to established procedures.
- Utilize knowledge and understanding of printing properties, layouts, printing terminology, and paper types to create and produce professional quality materials and products.
- Assist and inform staff and other users regarding products available, how to place orders, utilize software, or otherwise access and maximize department services/capabilities.
- Print and copy district records in a manner that ensures that confidentiality is maintained.
- Print and process bi-weekly School Board information packets.

OTHER JOB-RELATED DUTIES:

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

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods, practices, terminology, equipment and procedures used in the production of printed and graphic materials.
- Page layout and graphic arts design techniques and procedures.
- Technical specifications on ink, chemicals, and papers used in printing operations.
- Operation of photocopiers and other related print shop equipment.
- Related safety practices and procedures.
- Basic English usage, grammar, spelling, punctuation and vocabulary.
- Recordkeeping and report preparation techniques.

Ability to:

- 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.
- 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 the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience.

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.
- Some climbing and balancing.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 5% sitting, 25% walking, and 70% standing.

Hazards:

- Noise from equipment operation.
- Temperature variations.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

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

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.