



### MIXED MEDIA SPECIALIST

Reports to: Reprographics Supervisor  
Division: Superintendent

#### **Our ideal candidate**

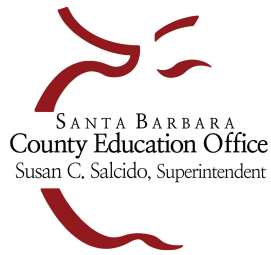
You have a keen sense of marketing and organizational representation. You can multi-task and provide a high-quality service to staff. You have a proven ability to work on your own initiative, a keen eye for detail to ensure high quality outputs. You have high level communication skills and the ability to relate positively to others. You have the ability to use relevant technology/equipment. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

#### **General description**

Serve as the mixed media lead (staff photography and videography) documenting special events on the Santa Barbara County Education Office campus, school sites, and in the community through print, digital, and social media. Develop and produce materials that represent the Office in a positive, educational, and professional manner. Operate and maintain a variety of digital and duplicating equipment intended for rapid reproduction, collating, and bindery.

#### **Specific duties and responsibilities**

- Plan and design layout and production of reports, flyers, brochures, booklets, logos, newsletters, charts, slides, posters and other publications using appropriate scanning and computer software
- Photograph special events as assigned
- Shoot, edit, and produce high definition video reels for special programs and events as assigned
- Create and curate a cloud-based inventory of all finished mixed media products
- Support and provide input to social media to foster organizational growth across online channels
- Work collaboratively with colleagues to ensure timely website updates as needed
- Operate a variety of duplicating and related equipment, including but not limited to offset press, digital printers and copiers, sorters, platemaker, collators, power cutter, bindery equipment, punch and folding machines, paper drills, and digital equipment
- Use computer technology to set up jobs using appropriate software and hardware
- Adjust paper feed and guides for different weights and sizes of stocks; apply ink and adjust rollers; regulate ink and repellent flow
- Perform preventive maintenance and basic repairs in order to keep equipment functional
- Notify contracted service representatives to schedule repairs and recommend appropriate service agreements for equipment
- Maintain current knowledge of technology and equipment



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- Make recommendations to supervisor regarding upgrade and enhancements to equipment that would increase efficiency and provide cost savings
- Maintain records on reproduction and inventory according to appropriate procedures
- Prepare reports on records, files, digital media, materials, and equipment as necessary
- Order and maintain supplies related to reprographics and the print shop
- Assist in maintaining inventory and stocking shelves
- Monitor and track current work orders including time and materials required
- Perform typesetting/composing work related to the production of various documents
- Provide recommendations regarding formats and paper stock
- Serve as liaison with local printing companies to coordinate large-format jobs that exceed internal capacity
- Answer phones and emails to provide information and assistance
- Proofread, clip newspapers, scan, categorize, and file work for communications as needed
- Perform related duties as assigned

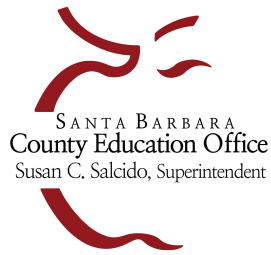
#### Requirements

Education: High School diploma

Experience: any combination of education and experience which will provide the required knowledge, skills, and abilities preferably with coursework in digital media, photography, social media, and/or marketing.

#### Knowledge and Skills

- Digital software and hardware for reproduction
- Adept at various forms of digital and print media including photography, videography, graphic material development, and websites
- Types, capabilities and methods of operation of a variety of duplicating and related bindery equipment
- Inks and paper stock used in duplicating
- Record-keeping techniques
- General layout and design techniques
- Health and safety regulations
- Oral and written communication skills
- Technical aspects of various forms of media



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**Abilities**

- Document events in a discreet and professional manner
- Represent the Office in a professional and positive manner
- Develop professional working relationships with a wide range of individuals including students, parents, internal staff, senior administrators, district staff, and the community
- Set up and operate or learn to operate digital and offset duplicating and related equipment
- Maintain, adjust and perform minor repairs to duplicating and related equipment
- Understand and follow oral and written directions
- Work cooperatively with others
- Work independently with little direction
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Work quickly and accurately
- Plan and organize work
- Work confidentially with discretion
- Be flexible and adaptable
- Work flexible hours to accommodate a variety of special events

**Licenses and certificates**

Valid California driver's license; automobile insurance required by law; and the use of a dependable automobile.

**Working Conditions**

Duplicating Center environment; subject to working in confined space, standing for prolonged periods and repeated bending, crouching, and stooping; chemical fumes and noise from machinery; some heavy lifting; community locations for special events.

**Salary Range 74**

<i>Approved by the Personnel Commission:</i>	June 14, 1986
<i>Revised:</i>	February 25, 1988
	July 22, 2004
	January 27, 2005
	June 28, 2018