

Job Title: **Graphic Design and Prepress Technician**
 Job Family: **Information Technology Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1403**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G 19**

SUMMARY: Conceptualizes, plans, designs, and produces a wide range of specialized graphic design, typesetting, and illustrative material, for district staff, schools, other local school districts, internal and external non-profit organizations, and outside customers. Acts as customer contact for print submission and coordinates production and delivery schedules. Performs digital prepress functions for full color offset presses and other digital printers. Works closely with various, multidisciplinary customers at district departments or schools, on projects that support their specific needs. Works with external vendors to determine price quotes, printing schedules and coordinate prepress requirements. Works under the guidance of the Printing Services Manager on all customer requests, and various projects and project details. Ensures brand consistency throughout various marketing projects. Supports the district's Marketing Specialist in the Communication Department and the Superintendent Department, when necessary, and upon approval from Printing Services Manager.

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 professionally designed print and electronic materials. Including illustrations, infographics, brochures, logos, branding, letterheads, envelopes, certificates, attendance cards, posters, flyers, business cards, stickers, indoor and outdoor signage, banners, yard signs, notepads, labels, apparel graphics, marketing materials, book design, wall graphics, banners, large-scale event collateral, Google Suite template creation, and other miscellaneous products. Additional responsibilities include video editing, refining/editing images, photography for use in print and electronic projects, multimedia projects, locating and selecting photographs or imagery from stock photography sites, applying typography techniques, the review and modification of print color, the correctness of fonts and graphics for quality and format, and exporting prepress files. Additional duties related to graphic design include managing projects from conception to delivery, listening to the customer needs and determining the correct printing method to conform to customer budgetary requirements, identify correct font selection, paper type, press and bindery functions. Manage a graphics and photographic library and maintain digital records of all projects on the department's server and storage units. | D | 40% |
| 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 the department's current job management software, and coordinate printing schedules. Export files as necessary and provide press-ready files to external vendors, perform color press checks and monitor job production | D | 20% |
| 3. Work directly with customers, district staff, and district leadership to obtain project details. Explain project strategies and solutions. Prepare price quotes for customers based on budget, printing methods, paper choice, bindery, mailing and labor. Present and obtain approvals for deliverables. Place orders on behalf of customers within the department's current job management/accounting software. Review customer-provided work, troubleshoot and provide feedback. Collaborate with the printing services technicians in the production of special printed collateral. Oversee deliverables, timelines, and project budgets. Duties may include ordering paper, coordinating staff and printing schedules, communicating with customers on timelines and progress, providing mock-up to press and bindery, and approve make-ready and bindery. | D | 25% |
| 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 | 10% |
| 5. Perform other job-related duties as assigned. | Ongoing | 5 % |

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree in related field required. Two (2) years of additional experience may substitute for this requirement.
- Minimum of 2 years of experience in a print shop or related environment, which may include a combination of experience in graphic design, digital prepress, typography, page layout, print production and/or finishing methods.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to create and produce advanced graphic materials using a range of media, methods, techniques, and equipment.
- Knowledge of principles and practices of graphic design.
- Ability to identify and interpret graphic design needs and develop creative and responsive design concepts.
- Ability to plan the production schedules for the various steps in the design process.
- Strong interpersonal skills and the ability to communicate effectively, both orally and in writing, with a wide range of individuals in a diverse community.
- Ability to develop a workflow for multiple concurrent projects with frequent interruptions.
- Ability to prioritize work and resources across multiple priorities based on short- and long-term needs, establishing production schedules by collaborating with print services lead and technicians.
- Knowledge of available external graphic design, printing, publication, and associated resources and vendors.
- Ability to keep up-to-date with industry developments.
- Customer service skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse 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.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of Adobe Photoshop, Illustrator, and Adobe InDesign required.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, and various stock art and photography sources.
- Operating knowledge of digital cameras.
- 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 bindery equipment preferred.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|---------------------------|-----------------|
| Reports to: | Printing Services Manager | 5038 |

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Under the guidance of the Printing Manager, 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 and fingers to handle and/or feel | | | | X |
| Reach with hands and arms | | X | | |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | X | |
| Hear | | | X | |
| Taste | X | | | |
| 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 | |