PUEBLO SCHOOL DISTRICT 60

CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, andstudents are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well-being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title:	Production Operator & Assistant Graphic/Web Designer
Prepared Date:	10/18/2022
Revised Date:	9/15/2023
Work Year:	213 Days
Department:	Document Services
Reports To:	Supervisor of Document Services
Salary Range:	Miscellaneous Schedule B Salary Schedule
Benefits:	Fringe Benefits based on Document Services Meet and Confer Agreement
Status:	FLSA Status: Non-Exempt

SUMMARY:
The job of the Production Operator & Assistant Graphic/Web Designer uses digital printing machines and software programs to effectively create materials per client request. This position is responsible for operating digital copiers and using computer graphic systems and software to assist in the creation of graphic sketches, designs, and layouts in preparation for production on printing presses, copiers, poster printers, and creation of digital files for internal electronic distribution and for materials produced by outside sources; responsible for using web-based text editors, design applications, and content management systems (CMS) to assist with creating, maintaining, and supporting content placement; reviewing documents and content for web accessibility compliance; and development and implementation of training documentation for maintaining District, school, and department websites/pages.

QUALIFICATIONS:
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/orability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:
- Any combination of education, training, and/or experience equivalent to: AA Degree in Graphic Design/Web Design or related field, and five (5) years of experience in printshop graphic design.
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:
- Associates degree in Graphic Design, Graphic Communications, Visual Communications, or related field
- Previous experience with duplicating machine operation in a print shop environment
- Previous experience with mid-sized organization with multiple departments and marketing themes

SKILLS AND KNOWLEDGE:
- Strong attention to detail along with a sharp focus on quality
- Ability to operate basic and high-speed production black and white copiers
- Ability to operate digital color press/copier
- Ability to perform adjustments, general troubleshooting, and maintenance of production copiers
- Understanding of paper types, sizes, weights, grain, etc.
- Ability to perform basic and print shop math skills; (i.e. read and calculate: ruler measurements, prices, paper sizes, impositions & amounts, etc.)
- Ability to review completed projects for accuracy, completeness and compliance with established standards, timelines, specifications, and procedures
- Demonstrated ability to create designs from unusual ideas about a given topic or situation, or to develop creative ways to solve a problem
- Demonstrated knowledge and experience using Macintosh computers and operating systems
- Demonstrated knowledge and experience using computers with Windows operating systems
- Demonstrated knowledge and experience using Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Adobe Acrobat software, and Microsoft Office software (Word, Excel, PowerPoint, Publisher, etc.)
- Demonstrated ability to proofread with accuracy
- Proficient in the knowledge and use of acceptable grammar, capitalization, punctuation, and spelling.
- Demonstrated knowledge and experience in use of color space application/management: spot vs. process, grayscale, RGB, CMYK
- Demonstrated knowledge and experience creating properly prepared PDF files for printing and electronic distribution, including fillable PDF files
- Demonstrated knowledge and experience recognizing, using, and properly preparing graphics in various file formats with appropriate image resolution, i.e.: ai, tif, eps, jpg, png, gif, bmp, etc.

- Ability to properly prepare and send electronic files to digital document production equipment (digital color press, black/white production copiers, desktop printers, wide- format printers, etc.), review files on screen, and troubleshoot problems

- Demonstrated knowledge and experience using font utility software to organize, manage, maintain, and troubleshoot font files

- Ability to understand and implement internet/intranet/web functions

- Ability to learn and utilize web- based text editors/design applications/content management systems (CMS)

- Basic website coding skills knowledge or ability to learn: html, css, etc.

- Ability to properly create and prepare graphics for use with Internet applications and websites

- Knowledge of processes and procedures for website accessibility compliance

- Ability to work collaboratively and individually on assigned tasks under minimal supervision

- Ability to make independent decisions in accordance with established policies and procedures

- Ability to perform effectively in environments with frequent workload changes and competing demands

- Ability to plan, prioritize, organize, execute work effectively, and manage multiple tasks, using independent judgment to provide overall direction for reaching organizational goals

- Possess an excellent work attitude and the ability and willingness to take ownership and responsibility for project completion

- Ability to work under pressure in a fast-paced organization with an emphasis on quality and team work

- Ability to establish and maintain effective working relationships with staff, students, parents, and the general public with patience, tact, and courtesy

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The following statements of duties and responsibilities are intended to describe the general nature and level or work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the workidentified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments andother factors.

- Program, load and operate high-speed production digital copiers/presses to reproduce orders from paper masters and electronic file submission

- A wide degree of creativity is expected and required

- Produce simple to complex graphic sketches, design, and copy layouts in preparation for production on printing presses, copiers, poster printers, etc.

- Determine the size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and aesthetic design concepts

- Apply a variety of commonly used concepts, practices, and procedures for graphic design, relying on experience and judgment to plan and accomplish goals
- Create PDF files for printing and electronic distribution and create fillable PDF files
- Email proofs to customers for approval before printing
- Review printed proofs for accuracy and quality
- Send electronic files to color digital presses and black/white production copiers for proofing and multiple copy printing
- Utilize Print Shop Pro Manager electronic work order system software: review work orders for instructions, edit details as needed to match requested services, update orders for correct pricing
- Assist in creating, maintaining, and supporting content placement on web pages within District and school websites
- Assist with reviewing websites/pages for web accessibility compliance; edit and correct errors as needed
- Assist with developing and implementing training documentation for maintaining District, school, and department websites and web pages
- Assist with training staff to add and edit content on District and school websites/pages
- Assist in finishing and distribution area as needed
- Assist customers, answer telephone, reply to emails, attend shop meetings

NON-ESSENTIAL DUTIES:
- Perform any and all other duties as assigned by the Document Services Supervisor

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 DEMANDS:
While performing the duties of this job, the employee is required to stand; walk; sit; use handsand fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In a 9-hour workday, this job requires:
R – Rarely (Less than .5 hr. per day) O – Occasionally (.5 – 2.5 hrs. per day)
F – Frequently (2.5 – 6 hrs. per day) C – Continually (6 – 9 hrs. per day)
NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling		X			

Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)				X	
Turn/Pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists					X
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation					X

		X		X	
Using foot control		X			
*Pushing/Pulling Maximum weight: **50** lbs.				X	
Lifting Maximum weight: **50** lbs.				X	
Carrying Maximum weight: **50** lbs.				X	

WORK ENVIRONMENT:
Employee will work primarily in a school/office environment with both natural and fluorescentlighting with regular exposure to moderate to loud noise levels.