SEQUOIA UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE	**Lead Reprographics Technician / Graphic Designer**
ADMINISTRATIVE RELATIONSHIP	Under the directions of the Director of Purchasing and Support Services, or designee.
CLASSIFICATION	Classified / OT&P
REQUIREMENTS	**Experience**: Minimum of three years of work experience as a graphic designer and/or experience as a lead or senior position in a print shop environment. **Education**: Bachelor's degree including or supplemented by course work, training, or work experience in the graphic design and/or printing industry. **License**: Possession of a valid California driver's license.
SALARY SCHEDULE	**Classified Salary Range 15**
WORK YEAR/HOURS	12 months / 7.5 hours
LOCATION	District Office
BOARD APPROVAL	March 19, 2025

BASIC FUNCTION

Under the direction of the Director of Purchasing and Support Services or designee acts as a lead worker in assigning, directing, and reviewing the work of the Reprographics Technicians; performs computerized graphic design, layout, and typesetting in the composition and production of a variety of high quality printed materials and web content; supports the Public Information Officer with graphic design related duties; defines and articulates district graphic design and identity standards for school logos in print and digital formats; and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

ESSENTIAL FUNCTIONS

- Organizes, assigns, coordinates, reviews, and monitors the work of the Reprographics unit including printing, duplicating, scanning, graphic composition and production, binding and finishing, and distribution of finished work;
- Monitors incoming work and coordinates workflow;
- Oversees the scheduling, cost estimating, and technical production of printing jobs for quality, timeliness, and cost efficiency;
- Mediates and resolves unusual or difficult reprographics problems;
- Provides training and direction to Reprographics employees; provides input to supervisory personnel on work performance issues.
- Monitors equipment maintenance program; performs cleaning and minor maintenance and repairs; schedules periodic and necessary servicing;
- Assists in maintaining departmental budgeting and recordkeeping systems; may prepare budget estimates;
- Maintains cost account records and submits monthly billings and cost summaries as directed;
- Designs, lays out, typesets, proofs, and edits text and graphics for a variety of publications such as, but not limited to, brochures, catalogs, forms, letterhead, business cards, handbooks, certificates, reports, signs/posters, calendars, flyers, etc.
- Produces camera-ready artwork for printing;
- Assists district staff with intermediate to advanced level graphic design questions;
- Creates templates for sites to facilitate graphic design projects;
- Operates engraving and large sign-making equipment;
- Operates large format latex printers, blueprint printers, drag-knife roll cutters/plotters, vinyl application tables, cold roll laminators, and garment presses;
- Operate scanning, folding, inserting, punching, drilling, perforating, cutting, binding, collating, laminating, and stapling equipment to complete printing jobs; sorts, assembles and packages finished products;
- Prioritizes orders with similar characteristics for increased efficiency;
- Performs data/mail merges to prepare for printing of variable data set projects;
- Adjusts/Corrects design of digital submissions for proper printing and cutting;
- Gathers and retrieves data from computer systems; generates standardized reports;
- Operates a variety of office equipment, a computer, and assigned software;
- Performs filing, typing, and related clerical tasks in support of assigned functions;
- Trains, directs, and supervises student assistants;
- Perform related duties as assigned.

KNOWLEDGE OF:

- Principles and practices or supervision, including work planning and personnel management.
- Principles, methods, and techniques of graphic composition and production.
- Reprographics processes, operations, equipment, materials, and methods.
- Graphic design and imposition software such as Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Canva, iColor ProRIP, Lytod Vision Focus, Flexi, ONYX, and/or CalderaRIP.
- Paper stock and other materials used in printing.
- Paper grains, finishes, textures, and weights.
- Specialty printing substrates and finishing techniques.
- Color management principles, including calibration techniques and color correction methodologies.
- File formats, resolution requirements, and image compression techniques for print production, including PDF/X standards
- Basic/Intermediate principles of graphic design and layout.
- Best practices for document preparation, including file setup, imposition, and bleed settings.

- Proper English spelling, grammar, and usage.
- General clerical office practices and procedures, including operation of common office equipment and computers.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Record-keeping techniques.

ABILITY TO:

- Manage multiple, concurrent deadlines and operate with a sense of urgency.
- Operate, maintain, and adjust copiers and various printing and finishing equipment.
- Produce a variety of printed instructional materials and forms with speed and accuracy.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain positive working relationships with individuals encountered during the course of work.
- Make accurate decisions and use sound judgment within the framework of policies, procedures, and guidelines.
- Operate a computer, assigned software, and other office equipment.
- Organize, prioritize, and coordinate tasks to meet tight deadlines.
- Perform basic/intermediate mathematical calculations.
- Maintain accurate records and files.
- Adjust and adapt to a changing work environment and requirements including the ability to quickly learn to operate applicable new equipment/software and to obtain certifications when applicable.
- Use sound judgment within the framework of policies, procedures, and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work
- Interpret and apply relevant laws, rules, policies, and other guidelines associated with an assigned functional area(s).
- Follow and comply with all safety procedures.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Vision that can be corrected to a level sufficient to successfully read hand-written, typed, and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability are sufficient to enable communication by telephone and in person.
- Manual dexterity is sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and large stacks of paper and large document holders (binders, manuals, etc.).
- Physical strength, agility, and ability to reach, bend, grasp, and crouch in order to prepare, operate, and adjust equipment.
- Physical ability to lift, carry, and place objects up to 50 pounds, and to push hand trucks with loads up to 200 pounds.
- Work at a desk, conference table, or in meetings of various configurations
- Circulate for extended periods of time
- Read a variety of materials and computer screens, and prepare/process documents.
- Operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.

- Communicate so others will be able to clearly understand a normal conversation.
- Bend, twist, stoop, and reach.

WORK CONDITIONS

ENVIRONMENT:
Office environment.
Travel to various locations.

HAZARDS:
Work in a noisy environment
Work in exposure to printing chemicals and fumes
Heavy equipment that moves