

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: SENIOR PUBLICATIONS TECHNICIAN

BASIC FUNCTION:

Under the direction of designated administrator, oversees and participates in a variety of technical activities involved in the design, typesetting and production of printed materials and related graphic arts to meet organizational needs; coordinates print shop operations and communications between personnel and outside agencies to assure smooth and efficient printing activities; trains and provides work guidance to assigned personnel; assures ensuring the safe and efficient operation of printing services and delivers completed materials within established timeline.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicates with various departments, personnel, vendor, school sites and outside agencies to exchange information, respond to various inquiries, coordinate activities and resolve issues or concerns.

Coordinates large projects with outside printing agencies; negotiates prices and obtain quotes and time lines; assures understanding of project specifications.

Coordinates operations and communications between personnel and outside agencies to assure smooth and efficient printing activities; serves as technical resource to personnel and outside agencies regarding designated printing activities, time lines, layouts and related functions; participates in the development and implementation of printing projects.

Establishes project time lines and calculate costs; provides personnel with price quotes; estimates time, materials and personnel requirements for printing projects; assures smooth and timely completion of projects.

Maintains inventory to meet project needs and organizational standards; prepares and submits purchase orders for supplies; monitors and assure adequate inventory levels; arranges for billing payments.

Maintains the print shop in a safe, clean and orderly condition; assure availability and proper functioning of equipment and adhering to safety standards.

Operates a variety of finishing and office equipment including a duplicator, collator, stitcher, folder, trimmer, drill, binder, cutter, folder, calculator, copier and fax machine; performs standard maintenance and minor repair of offset and duplications office equipment and coordinates its repair.

Operates an assigned computer system, phototypesetting equipment and graphics software to prepare and design written and graphic materials for printing or reproduction; participates in prioritizing incoming work orders.

Oversees and participates in a variety of technical activities involved in the design, typesetting and production of printed materials and related graphic arts to meet organizational needs; discusses printing jobs with clients and process project requests; monitors project progress to assure compliance with established requirements; assures activities comply with related policies, procedures, rules and regulations.

Oversees and participates in the graphic design of printing projects including layout, paste-up and artwork; typesets, copies, staples, folds, stitches, binds, hole punches and prepares printing jobs for delivery; enters text and graphic elements using a keyboard, scanned materials or client data files; formats and arranges data; reduces or enlarges documents as necessary; obtains customer approval and modifies as required.

Oversees and participates in the preparation and maintenance of a variety of records and reports related to inventory, projects and assigned activities.

Prepares and maintains a variety of files, records and reports related to assigned activities.

Prioritizes, creates, plans and layouts text and art work; selects type style and size, fonts, spacing of letters and text lines, placement, and size and type of photos and art work to be used according to customer specifications.

Processes mail including bulk mail, special deliveries, and special mailings to assure proper postage is affixed, expenses are allocated to appropriate departments, and postal regulations are followed; calculates and documents cost for postage and printing services for the purpose of appropriate charge to departments, schools, and programs; maintains postage meter and bulk mailing balances and stamp inventory.

Receives and evaluates the incoming various work orders for duplicating; determines the appropriate reproduction methods, materials, style, format, and setup, inspects completed jobs to assure ensuring compliance with requested specifications, quality standards and quantity requirements.

Researches new equipment and recommends improvements to print shop operations.

Supports district mail processing; sorts internal and external mail for the purpose of distributing to appropriate departments.

Trains and provides work guidance to assigned personnel; assigns employee duties and review work for accuracy and completeness; provides input regarding personnel evaluations, terminations, interviews and related transactions as requested.

Transports a variety of materials, mail, supplies, and board packets to and from post office, other district units.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

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.

Duplicating methodology and terminology.

Computers and graphics software applications used by the organization.

Operation of various high-volume printing, finishing equipment and related equipment.

Applicable desktop publishing software.

Basic single-color and multi-color printing operations.

Ink, chemicals and papers used in printing operations.

Applicable laws, codes, rules and regulations.

Operation of a computer and assigned software.

Principles of training and providing work guidance.

Copyright rules, regulations and restrictions.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Technical aspects of field of specialty.

Safety practices and procedures.

ABILITY TO:

Oversee and participate in a variety of technical activities involved in the design, typesetting and production of printed materials and related graphic arts to meet organizational needs.

Coordinate operations and communications between personnel and outside agencies to assure smooth and efficient printing activities.

Train and provide work guidance to assigned personnel.

Operate an assigned computer system, computerized phototypesetting equipment and graphics software to prepare and design written and graphic materials for printing or reproduction.

Communicate with clients to plan, design, and layout text and art work and to determine final output.

Establish project timelines and calculate costs and estimate time, materials and personnel requirements.

Operate high-speed digital reprographic and peripheral equipment in the reproduction of various materials as necessary.

Assist personnel in designing and preparing graphic artwork.

Provide skilled graphic art services utilizing a wide variety of graphic design methods and materials.

Arrange, layout and make effective use of visual materials.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of technological advances in the field.

Meet schedules and time lines.

Work independently with little direction.

Oversee and participate in the preparation and maintenance of records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three years of increasingly responsible computerized graphics and printing operations experience including composition and layout work.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

Valid California Class C Driver's License and evidence of insurability.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Noise from equipment operation.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of print shop equipment and a computer keyboard.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Seeing to read a variety of materials and monitor printing operations.

Bending at the waist, kneeling or crouching to retrieve and store supplies.

Reaching overhead, above shoulders and horizontally.

Hearing and speaking to exchange information.

HAZARDS:

Traffic hazards.

FLSA Status

Non Exempt

Approval Date

6/27/11, 09/28/17, 2/18/20