

DEFINITION:

Under general direction of assigned supervisor, performs specialized activities related to publication services; prepares layout and design media for a variety of publications, forms, brochures and other assigned items; assures organizational printing needs and timelines are met; serves as a technical resource to personnel concerning departmental procedures.

include the following. Other duties may be assigned.

Performs specialized activities related to publication services including designing, laying out and entering artwork for brochures, forms, letterhead, newsletters, programs and other items and documents as assigned; receives and processes publications services orders from both District and external parties and responds to customers via email, phone, District mail or in person.

Generates pre-print documentation on a variety of subjects as assigned; updates and creates various materials and documents including business cards, letterheads, envelopes, flyers, banners, posters, logos, forms, newsletters, notecards and invitations as assigned.

Prioritizes and coordinates printing needs; assures organizational printing needs and time lines are met; monitors completed jobs and works in progress to assure proper application of related specifications.

Serves as a technical resource to District personnel concerning departmental procedures; assists various customers and provides pricing and order status information; assists District personnel with formatting questions as needed.

Performs a variety of clerical work and technical duties as assigned; compiles a wide variety of data; establishes and maintain filing systems; provides charge reports to schools as required - (1) 2 7o/F 0.96f

- Perform specialized activities related to publication activities.
- Assure organizational printing needs and timelines are met.
- Serve as a technical resource to personnel concerning departmental procedures.
- Learn department and program objectives and goals.
- Accurately proofread finished work.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain, adjust and perform routine maintenance to equipment.
- Operate a computer and assigned software.

Any combination equivalent to: graduation from high school supplemented by college level course work in graphic arts, printing or a related field and any experience with typesetting/layout work including experience with related desktop publishing equipment and software.

The physical demands described here 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.

- Dexterity of hands and fingers to operate a variety of equipment.
- Sitting and standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling light objects up to 10 pounds.
- Hearing and speaking to exchange information.
- Seeing to view printing jobs and read a variety of materials.

Office and print shop environment. Noise from equipment operation. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Working around and with machinery having moving parts.

Previously Revised: 07/2019