

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

04/17 Effective Date	DIGITAL AND PRINT GRAPHICS SPECIALIST Job Title	2.6.20 Index
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PURPOSE

To improve student achievement by performing graphics functions within the Auxiliary Services department; and to design, and produce complex documents, charts, and forms.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from as assigned supervisor. Methods of performing tasks usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

Exercises functional and technical supervision over assigned technical and/or clerical personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Meeting with customers regarding design jobs; assisting customers in determining overall style and format, selecting paper/ink/typestyles, establishing reasonable time lines for projects, and understanding requirements for completion of projects.

Maintaining knowledge, promoting use, and developing products for emerging technological opportunities related to graphic design and variable data printing, particularly computer programs. Participating in long-range planning with regard to customer used applications, internal used applications, purchase of equipment, organizational and procedural changes.

Participating in or leading graphic design meetings to discuss priorities, challenges, needs, and suggestions for continuous improvement of services and products.

Monitoring supplies and equipment; arranging for maintenance and repair of software, applications, and equipment.

Designing and preparing orders to customer expectations including but not limited to; variable data documents, reports, brochures, posters, handbooks, pamphlets, letterheads, charts, and forms (printed and electronic). Utilizing specialized software and industry standard layout for digital publishing or additional processing on digital duplicators, copier, press, and plating system.

Using student information system to retrieve necessary information for use in variable data projects.

Maintaining safeguards for all student and staff information obtained and utilized in the course of work by following District Policies and expectations.

Using data enhancement software to prepare data for variable data projects.

Improving documents in general clarity, grammar, spelling, and punctuation.

Routing proofs of completed work to author and/or point of origin and maintaining files of masters.

Maintaining regular and consistent attendance and punctuality.

Performing related duties, as assigned consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of layout on computers and web, using multiple sources and programs.

Technical aspects of printing.

Technical aspects of data querying.

Technical aspects of HTML and scripting as it relates to non-printed projects.

Concepts of variable data printing and multi channeled communication.

Concepts of document design utilizing RIP hardware.

Photography as it relates to design.

Principles of work organization and coordination.

Rules of format for a variety of documents.

Modern office procedures and practices including computer hardware and software for both PC and MAC

Ability to:

Operate computers and computer-controlled equipment locally or over a networked interface to control, route, and manage digital printing equipment.

Make independent decisions regarding priorities, procedures, organization, and quality control.

Prepare original designs in support of the process print or digital media.

Work under short time lines and produce layout work in a timely manner.

Keep accurate records and files of work performed.

Word process with speed and accuracy.

Accurately proof for English grammar, punctuation, and spelling.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible graphic design experience. Experience with pre-press operations in color separation, trapping, overprint, press calibration, color proofing and PDF press-quality file.

Training:

Equivalent to the completion of the twelfth grade. Associates Degree in graphic design/visual communication.

Possession of or ability to obtain (within 6 months) MDP (Mail Design Professional) Certification through the United States Postal Service.

Work Environment

Climate controlled office settings and exposure to minimal noise intensity levels. Exposure to noise levels from moderate to loud and occasional to frequent time periods.

Moderate to high level of contact with district personnel, external customers, and outside vendors based on location.

Physical Requirements

Frequent reaching, handling, handwork, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Periodic work in a production environment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Heavy – Exert force to 25-50 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Digital and Print graphics specialist

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____