

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	GRAPHICS SPECIALIST	2.6.4
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing graphics functions within the reprographics department; and to design, and produce complex documents, charts, and forms for offset printing and copier equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from as assigned supervisor. Methods of performing tasks are 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 clerical personnel.

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

Meeting with customers regarding special design jobs; assisting customers in determining overall style and format, selecting paper/ink/typestyles, establishing reasonable time lines for projects, and understanding what is needed from them.

Maintaining knowledge of new technological developments related to graphic design particularly computer programs; participating in long-range planning with regard to purchase of equipment, organizational and procedural changes.

Participating in graphic design staff meetings to discuss priorities, problems, needs, and suggestions.

Monitoring supplies and equipment; arranging for maintenance and repair of equipment; ordering supplies.

Designing and preparing reports, brochures, posters, handbooks, pamphlets, letterheads, charts, and forms utilizing proper layout techniques.

Operating complex computer-driven composition equipment including telecommunication interface with a wide variety of computer word processing systems.

Prepare customer projects in current design software to include formatting, editing, and sending file direct to press and plating system.

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

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

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Principles and practices of general mathematical functions including perspective geometry.

Technical aspects of printing.

Photography as it relates to design.

Principles of work organization and coordination.

Rules of format for a variety of documents.

English grammar, punctuation, and spelling skills. Accurate proofreading and editing is essential

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

Ability to:

Operate computer/control local area network interface to printing equipment.

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

Prepare original designs in support of the printing process.

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

Keep records and files of work performed.

Word process with speed and accuracy.

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.

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 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. 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: Graphics-Typesetting Specialist

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

Signature: _____

Date: _____

Print Name : _____