CLASS TITLE: GRAPHICS TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform complex technical tasks relative to the areas of electronic publishing, media graphics and duplicating.

The Graphics Technician position is part of a series of Graphics assignments. The Graphics Technician position is distinguished from the Graphics Designer position via level of responsibility, impact and authority. The Graphics Designer position is the highest level in the series and considered to have the most authority and district-wide impact. The Graphics Technician is responsible for campus-level design, layout and production of materials that comply with district-wide design standards.

REPRESENTATIVE DUTIES:

Using a desktop publishing computer system, design and layout of college printed material, including brochures, programs, flyers, posters, forms and newsletters. *E*

Design and layout of camera-ready materials, including catalog, schedules, and newsletters; prepare paste-ups to be printed. *E*

Produce computer-generated artwork; select photographs and artwork used in printed material. *E*

Determine formats, fonts, type sizes and related design considerations in producing published materials. *E*

Perform printing activities that require the operation of a variety of duplication and related equipment, including paper drill, stitcher, paper cutter and folder. *E*

Assist in the maintenance and appropriate storage of supplies; evaluate and recommend work products, methods and procedures. *E*

Organize and maintain filing systems; maintain record logs related to area of assignment. *E*

Design, lay out, type, edit, update and/or proofread for grammatical accuracy, a variety of campus-related reports, projects and proposals. *E*

Compose correspondence related to assigned responsibilities; review materials for completeness and conformance with established regulations and procedures. *E*

Provide information to students, staff and the general public regarding the college's policies and procedures as required. *E*

May provide user training on a variety of software programs.

Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern methods, techniques, procedures and equipment used in word processing, desktop publishing and printing.
A variety of software packages, including word processing programs, page-layout programs, postscript drawing programs, scanner-supported software (art and optical character recognition programs), and spreadsheets.
Principles, methods and techniques of contemporary graphic design and layout.
Purposes and uses of duplicating and related print shop equipment.
Modern office procedures, methods and equipment.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.

ABILITY TO:
Learn, interpret and apply the policies and procedures of the district.
Operate a variety of office machines, word processors, and computer graphics equipment.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Prioritize job requests to effectively and efficiently utilize available resources.
Stay abreast of contemporary graphics techniques.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in electronic publishing and graphics and two years of responsible experience related to computerized graphics, publications and offset reproduction.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements:

1. Seldom = Less than 25 percent
2. Occasional = 25-50 percent
3. Often = 51-75 percent
4. Very Frequent = 76 percent and above

4	a.	Ability to work at a desk, conference table or in meetings of various configurations.
1	b.	Ability to stand for extended periods of time.
4	c.	Ability to sit for extended periods of time.
4	d.	Ability to see for purposes of reading printed matter.
2	e.	Ability to hear and understand speech at normal levels.
2	f.	Ability to communicate so others will be able to clearly understand a normal conversation.
1	g.	Ability to bend and twist.
1	h.	Ability to lift _25_ lbs.
1	i.	Ability to carry _25_ lbs.
1	j.	Ability to operate office equipment and campus duplicating machines.
1	k.	Ability to reach in all directions.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.