



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
GRAPHICS TECHNICIAN, SENIOR	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2006/2007 Classification Review		Board Approved: 06/07

**JOB DESCRIPTION:**

Under direction, plans, reviews, and performs work assigned to the technicians operating offset presses, high speed bindery equipment and computer to plate (CTP) software and equipment, coordinates trimming, collating binding and folding, makes job estimates, cost studies, prepares bids and performs skilled and specialized work on small multi-colored and large offset presses. serves as lead worker; may supervise the work of student assistants; and performs related work as required.

**SCOPE:**

The Graphics Technician, Senior is responsible for all skilled tasks involving the set-up, operation and maintenance of small and large offset presses, bindery and finishing equipment, enabling the routine performance of high volume and precision work, from conceptualization through quality control.

**DISTINGUISHING CHARACTERISTICS:**

The Graphics Technician, Senior classification is distinguished from the Graphics Technician by the comprehensive knowledge of print methodologies and ability to conceptualize, design, and plan layout arrangement of highly intricate work. The Graphics Technician, Senior serves as project leader on more complex printing and finishing work and is lead worker and technical consultant to others.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Consults with department heads, or their staff and others on design and formatting, selection and recommendation of the most appropriate means of printing. Serves as project leader to interpret, conceptualize, and design the best printing methods. Analyzes and coordinates follow up of more complex work applying appropriate quantitative and qualitative methods. Reviews and plans layout for new and/or complicated work projects to select methods of production and to estimate cost, materials and procedures.
2. Researches, analyzes and makes recommendations for new equipment; understands equipment capabilities; communicates with vendors and prepares cost analysis for a wide variety of equipment such as presses, folders, cutter and bindery.
3. Operates offset presses to routinely perform high volume and precision work to produce a wide variety of multiple-color tight registration and fit, high quality printed materials such as instructional and promotional materials, information brochures/pamphlets, stationery, dated material, programs, forms, and cards; mixes custom ink colors using ink formula matching system.
4. Operates, maintains, attaches scoring/perforating devices and makes adjustments to bindery/finishing machines and equipment such as programmable cutter, right angle folder, CTP unit, and collator/booklet maker.

**KEY DUTIES AND RESPONSIBILITIES (Cont):**

5. Maintains inventory of supplies, chemicals, film, ink, and other materials. Researches, analyzes, studies and makes recommendations for new products, equipment capabilities and printing services. Communicates with vendors and does cost analysis for selection of new equipment.
6. Performs minor repairs on equipment or arranges for outside service to repair equipment.
7. Performs bindery operations such as cutting, collating, and folding sheets.
8. Supervises, trains and directs the work of student assistants and short-term non-continuing personnel. Serves as lead worker on all complicated projects.
9. Serves as project leader to interpret, conceptualize, and design the best printing methods. Analyzes and coordinates follow up of more complex work applying appropriate quantitative and qualitative methods.
10. Prepares printing services specifications of complicated work to outside vendors.
11. Obtains bids from outside vendors for projects beyond scope of Graphics Services to lower costs for the District.
12. Assists in the development, implementation and monitoring of the operating budget.

**EMPLOYMENT STANDARDS****ABILITY TO:**

Be detail oriented while planning, organizing and coordinating highly technical and complex projects within defined deadlines. Make cost estimates and bids of required work and equipment. Use independent initiative, judgment and discretion, based on experience and knowledge to make decisions in solving production problems on highly complex projects and in organizing and directing work of others. Work independently with a minimum of supervision; produce high quality, single multiple and 4-color process-material with speed, efficiency and accuracy; set up, adjust, and operate offset printing equipment and the full range of bindery and finishing equipment; clean and maintain equipment; communicate effectively both verbally and in writing; learn new procedures and the operation of new equipment quickly; work under pressure to meet deadlines; establish and maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Operation and maintenance requirements of offset presses, high speed bindery equipment, various papers, inks and their weights, grades and uses; considerable knowledge of pre-press formatting. Working knowledge of CTP equipment for production in pre-press. Working knowledge of materials and equipment used in binding and finishing printed materials. Working knowledge of office and store keeping procedures: knowledge of high-speed copiers and their applications; health and safety regulations in relation to the use of equipment and chemicals.

**EMPLOYMENT STANDARDS (Cont)****MINIMUM QUALIFICATIONS:**

*Any combination of specialized training, coursework and/or education and experience which clearly demonstrates possession of the knowledge and abilities listed is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

Graduation from high school.

***Experience:***

Five years of experience in the operation of reproduction and offset equipment. In addition, must have two years experience as a lead operator in process and multiple PMS work on non-duplicating equipment.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting and pushing heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to work in an environment containing chemicals, vapors and high noise levels using personal protective safety measures.