

Escondido Union High School District Job Description

Job Title: Publications / Web Design Technician
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: Range 29
Approved By: Board of Education
Approved Date: 9/21/2004

NATURE OF WORK

Coordinate production of information pertaining to various district related activities and events via district web page. Coordinate production of printed materials, prepress or printing services with customers' requirements by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Confers with customers throughout production to keep them informed of status of job, to solicit and resolve inquiries and complaints, to obtain approval of materials such as artwork, color separations (film for each primary color), ink samples, and proofs, and to procure information and materials needed to process order.

Determines supplies, materials, and equipment needed for job order.

Plans and draws layout of job, using electronic typesetting equipment.

Scans photos and exports into a variety of typesetting or graphics programs.

Maintains database, uses electronic spreadsheet, word processing, desk top publishing software on a daily basis.

Edits and proofreads material.

Routes supplies and materials such as paste-ups, artwork, copy, film, or prints, to work areas to put job order into production.

Convert artwork to PDF.

Designs, refines, creates new pages and links; maintains the District web page.

Creates and produces newsletters, brochures, publications, and other informational materials.

Monitors progress of job order throughout production, confers with personnel, orders supplies, contracts services with outside vendors, and alters production schedule and job order to expedite timely processing of job in accordance with customers' requirements and company standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Certificate from college or technical school in computer graphics; or two years of experience and/or training in graphics art; or equivalent combination of education and experience.

KNOWLEDGE OF:

Microsoft computer applications, including Microsoft Word, Excel, GroupWise; hardware and software used in publishing and information retrieval; web site design; basic record-keeping techniques; modern office practices, procedures, and equipment; interpersonal skills using tact, patience and courtesy; extensive technical computer ability including format conversion software; correct English language including English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Read and comprehend instructions, short correspondence, and memos; edit and proofread written documents; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization; communicate effectively in oral, written, and electronic formats; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and to draw and interpret bar graphs; compute costs to make estimates; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; ability to assume responsibility and exercise independent judgment, to prioritize a fluctuating work load, to adhere to deadlines, and to maintain control over a variety of jobs at the same time; skillfully organize, design, layout and edit information and materials; efficiently use computer programs such as Desktop publishing, word processing, electronic spreadsheet, database.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, this person is expected to present a professional appearance, and to provide customer service in a friendly, helpful and courteous manner. As a member of the Print shop team, the person assigned to this position must demonstrate an ability and willingness to work cooperatively with co-workers.