CLASS TITLE: GRAPHICS DATA TECHNICIAN

BASIC FUNCTION:

Under the direction of the Vice President, perform a variety of technical duties involved in basic design modification, formatting, layout, input and typesetting of data and graphics for various District publications; operate an assigned computer system, specialized peripherals and graphics software to prepare and modify written and graphic materials for printing.

REPRESENTATIVE DUTIES:

Perform a variety of technical duties involved in basic design modification, formatting, layout, input and typesetting of data and graphics for various District publications and documents including class schedules, catalogs, sporting event programs, forms, certificates, advertisements, maps, labels, tickets and various other materials; establish and maintain production timelines.

Operate an assigned computer system, specialized peripherals and graphic software to prepare and manipulate written and graphic materials for printing; edit and enter text and graphic elements using a keyboard, scanned materials or data files; format and arrange data; scan, crop and manipulate photographs and adjust colors to meet publication specifications; adjust layout to meet page limits as needed.

Confer with District personnel to plan, proof and revise production jobs and determine product output from rough draft, work orders and oral instructions; coordinate communications with off-campus printers to meet production timelines, specifications and District needs; submit proofs to appropriate personnel for modifications and approval; implement changes as directed; prepare and distribute final proofs, files, graphics, packing slips and related materials to printers for production.

Prioritize, create, plan and layout text and art work; select type, style and size of fonts, spacing of letters and text lines, and placement, size and type of photos and art work to be used according to project specifications and staff input; reduce or enlarge documents; review material submitted for production; proofread work to assure completeness, quality and clarity of production jobs.

Prepare and maintain various records and reports related to class schedules, production jobs and assigned activities; establish and maintain filing systems; generate a variety of computerized reports as requested; prepare and distribute correspondence related to production jobs and assigned duties.

Assist District staff in basic design modification of graphic artwork; provide guideline information concerning formatting requirements of large and complex documents.

Operate a variety of office and specialized equipment including a scanner, camera, waxer, cutter, scale, pantone matching color system, calculator, copier and fax machine.

Perform related duties as assigned.

Established August 2002
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and procedures of operating computers and peripheral equipment
- Page layout and graphics modification techniques and procedures
- Computers and graphics software applications used by the District
- District standards and requirements for various publications including class schedules, catalogs and sporting event programs
- Operation of specialized equipment including a scanner, camera, waxer, cutter, scale and pantone matching color system
- Copyright laws and regulations
- District organization, operations, policies and objectives
- Data control procedures and data entry operations
- Scheduling requirements for production projects
- Record retrieval and storage systems
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Record-keeping and report preparation
- Technical aspects of field of specialty

ABILITY TO:

- Perform a variety of technical duties involved in the basic design modification, formatting, layout, input and typesetting of data and graphics for various District publications
- Operate an assigned computer system, specialized peripherals and graphics software to prepare and design written and graphic materials for printing
- Establish and maintain production timelines
- Confer with District personnel to plan, proof and revise production jobs and determine product output from rough draft, work orders and oral instructions
- Enter text and graphic elements using a keyboard, scanned materials or data files
- Prioritize, create, plan and layout text and artwork
- Operate specialized equipment including a scanner, camera, waxer, cutter, scale and pantone matching color system
- Collaborate with off-campus printers to meet production timelines, specifications and District needs
- Type or input data at 55 words per minute from clear copy
- Communicate effectively both orally and in writing
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Maintain current knowledge of technological advances in the field
- Meet schedules and timelines
- Understand and follow oral and written instructions
- Maintain records and prepare reports
EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in computerized graphics software or related field and two years of increasingly responsible experience in the production of publications including work with computerized graphics, composition and layout.

WORKING CONDITIONS:

ENVIRONMENT:

Publications environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of publications equipment
Sitting for extended periods of time
Bending at the waist, kneeling or crouching
Hearing and speaking to exchange information
Seeing to view production jobs and read a variety of materials