

## KERN COMMUNITY COLLEGE DISTRICT

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**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.

**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 typeset materials. *E*

Perform duplicating activities; operate a variety of duplication equipment, including offset press, vertical camera and plate maker; may operate related equipment, including paper drill, stitcher, paper cutter and folder. *E*

Assist in the maintenance and 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*

Utilize desktop scanner and optical character recognition software to scan typed material, type and proofread for format and appearance a wide variety of reports, projects and proposals; 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 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.

## **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 | 3. Often = 51-75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |
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- |          |    |   |
|----------|----|---|
| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>1</u> | 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.*