

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Graphics Technician (W46)	Job Family: 3
Department: Purchasing Department	Lane Placement: 8
Supervisor's Title: Director of Purchasing	Contract: 245 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8
Department Approval: <u>[Signature]</u>	Date: <u>6/6/13</u>
ADA Review: <u>[Signature]</u>	Date: <u>6-24-13</u>
Human Resources Approval: <u>[Signature]</u>	Date: <u>6-2-13</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>6/24/13</u>
Original date: <u>01/93</u> Revised: <u>07/13</u>	Revised: _____ Revised: _____

GENERAL FUNCTION

Under the supervision of the Director of Purchasing, the **Graphics Technician** performs graphic design, layout, desktop publishing, typesetting, proofreading, consulting with District personnel and coordinating projects with various printing vendors. Incumbent maintains a current archive of digital files for District and school printing projects, as well as creating original designs for future projects.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Perform typesetting, layout, design, desktop publishing and proofreading.
- Provide cost saving recommendations to clients with regard to design and printing projects, including non-print (web based) applications.
- Request price quotes from area vendors when fixed pricing is not available.
- Coordinate with client to create a requisition on Skyward for the recommended vendor.
- Coordinate with printing vendor to schedule and establish a delivery date.
- Send an email to vendor with necessary digital files, including details of the project with regard to paper choice, ink choice, finished size, and bindery requirements.
- Approve or deny proofs emailed from vendor for each project.
- Follow up with vendor to check progress on the job and delivery date.
- When needed, contact the client to assure order was delivered satisfactorily.
- Keep own work area clean.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in graphic design, desktop publishing or related field PLUS three (3) years of successful job related experience or an equivalent combination of education and experience.
- Requires ability to effectively communicate, both orally and in writing, with clarity of form and structure.
- Requires demonstrated skill in math, writing, reading, grammar and spelling.
- Requires verified computer skills, especially using Microsoft Office software.
- Requires good interpersonal skills and ability to organize and prioritize work.
- Requires a good design sense. Artistic ability highly preferred.
- Requires mechanical aptitude and attention to detail.
- Requires skill in graphic design, layout, desktop publishing (e.g. Adobe Photoshop, Illustrator, InDesign and/or Quark X-Press).
- Requires attention to detail, concentration, speed and accuracy despite frequent interruptions. Some stress arises from requirement to meet deadlines.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines (e.g. computer, fax and copy machine).
- Trade specific tools, machines and equipment.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. Is frequently required to sit; stand; walk; may occasionally reach with hands and arms and stoop, kneel, or crouch. Is occasionally required to use hands to handle or feel.
- Must 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, color vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.