



IRVINE UNIFIED SCHOOL DISTRICT

TECHNICIAN II- PUBLICATION SERVICES

DEFINITION:

Under general direction of assigned supervisor, performs specialized activities related to publication services; prepares layout and design media for a variety of publications, forms, brochures and other assigned items; assures organizational printing needs and timelines are met; serves as a technical resource to personnel concerning departmental procedures.

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

- Performs specialized activities related to publication services including designing, laying out and entering artwork for brochures, forms, letterhead, newsletters, programs and other items and documents as assigned; receives and processes publications services orders from both District and external parties and responds to customers via email, phone, District mail or in person.
- Generates pre-print documentation on a variety of subjects as assigned; updates and creates various materials and documents including business cards, letterheads, envelopes, flyers, banners, posters, logos, forms, newsletters, notecards and invitations as assigned.
- Prioritizes and coordinates printing needs; assures organizational printing needs and time lines are met; monitors completed jobs and works in progress to assure proper application of related specifications.
- Serves as a technical resource to District personnel concerning departmental procedures; assists various customers and provides pricing and order status information; assists District personnel with formatting questions as needed.
- Performs a variety of clerical work and technical duties as assigned; compiles a wide variety of data; establishes and maintain filing systems; provides charge reports to schools as requested; runs reports for previous printing charges according to established procedures; prepares and maintains other records and reports related to assigned activities.
- Operates a variety of office, printing and finishing equipment including a scanner, cutter, trimmer, computer and assigned software; utilizes a variety of assigned compatible computer equipment and graphic arts software.
- Converts and posts web-page documentation according to established procedures.
- Communicates with various personnel, departments, school sites, community groups and outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Attends meetings related to assigned activities.

QUALIFICATIONS GUIDE

Knowledge of:

- Basic publication services methods and practices.
- Methods, practices, terminology and procedures used in the production of printed and graphic materials.
- Techniques, materials and equipment used in graphic arts.
- Lettering styles perspective along with balance and layout techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Basic proofing techniques.

Ability to:

- Perform specialized activities related to publication activities.
- Assure organizational printing needs and timelines are met.
- Serve as a technical resource to personnel concerning departmental procedures.
- Learn department and program objectives and goals.
- Accurately proofread finished work.
- Meet schedules and time lines.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain, adjust and perform routine maintenance to equipment.
- Operate a computer and assigned software.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in graphic arts, printing or a related field and any experience with typesetting/layout work including experience with related desktop publishing equipment and software.

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.

- Dexterity of hands and fingers to operate a variety of equipment.
- Sitting and standing for extended periods of time.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Lifting, carrying, pushing or pulling light objects up to 10 pounds.
- Hearing and speaking to exchange information.
- Seeing to view printing jobs and read a variety of materials.

WORK ENVIRONMENT:

Office and print shop environment. Noise from equipment operation. Constant interruptions. 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. The noise level in the work environment is usually moderate. Hazards include:

- Working around and with machinery having moving parts.

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