



FOREMAN I-PUBLICATION SERVICES

DEFINITION:

Under the supervision of the assigned supervisor, oversees and performs specialized activities related to publication services; provides training and work direction to assigned personnel; assures organizational printing needs and timelines are met; serves as a technical resource to personnel concerning departmental procedures.

DISTINGUISHING CHARACTERISTICS:

The Foreman I classification is the entry-level classification in the Foreman series. The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

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

- Oversees and performs specialized activities related to publication services including designing, laying out and typing artwork for brochures, forms, letterhead, newsletters, programs and other items and documents as assigned; plans, schedules and participates in publication service deliveries.
- Provides training and work direction to assigned publication services personnel.
- Contacts and communicates with customers in regard to publication service jobs; 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.
- Evaluates new equipment according to established procedures; operates a variety of office, bindery, 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; places related equipment services calls as needed; drives a vehicle to conduct work as assigned; operates a forklift as assigned by the position.
- Receives, stores and issues materials, supplies and equipment related to publication services operation; determines storage space requirements, appropriate stock quantities and proper methods of stock control and storage; maintains inventory as assigned; places orders for materials according to established procedures.
- Oversees and 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.
- Prepares and maintains records and reports related to assigned activities.
- Communicates with various personnel, departments, school sites, community groups and outside organizations to exchange information, coordinate activities and resolve issues or concerns.
- Assures work environment is maintained in a safe, clean and organized manner accordingly.
- Attends meetings related to assigned activities.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, practices, terminology, equipment and procedures used in the production of printed and graphic materials.
- Page layout and graphic arts design techniques and procedures.
- Computers and graphics software applications used by the organization.

- Operation of printing and related equipment.
- Applicable laws, codes, rules and regulations.
- Operation of a computer and assigned software.
- Principles of training and providing work direction.
- 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 techniques.
- Technical aspects of field of specialty.

Ability to:

- Oversee and participate in a variety of technical activities involved in the production of printed materials and related graphic arts to meet organizational needs.
- Coordinate operations and communications between personnel and outside agencies to assure smooth and efficient printing activities.
- Serve as a technical resource to personnel concerning departmental procedures.
- Learn department and program objectives and goals.
- Train and provide work direction to assigned personnel.
- Operate specialized equipment, a computer and assigned software.
- Assist personnel in designing and preparing graphic artwork.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Oversee and participate in the preparation and maintenance of records and reports as assigned.

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 five years experience with typesetting/layout work including experience with related desktop publishing equipment and software.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.
- Some incumbents may be required to possess a valid Forklift certification.

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.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- 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. Driving a vehicle to conduct work. 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.

Previously Revised: 06/2017