

assisting customers with fax machine, assisting with Konica 6090 copier and receiving and routing incoming calls.

Non-Essential Functions

Occasional other duties as assigned (within skill level).

Required Knowledge, Skill and Ability

Must be skilled in all aspects of the printing industry including journeyman level press operation. Requires creative ability in designing the appearance and presentation of a wide variety of printed products. Needs extensive knowledge of the printing industry and how current equipment and applications can benefit the district. Must have a working knowledge of design, type and typography. Requires a working knowledge of Desktop Publishing as it applies to printing (trapping, screen frequency/angle, screen tints, cot shape, dot gain and DTP file formats as well as the technical issues associated with a Post Script printing environment. Must be able to operate and maintain a variety of printing equipment including a Davidson 500 Printing Press, a Sakurai/Oliver 19"x26" printing press, a Robertson darkroom camera (Line negatives, halftones, dupes, etc.), stripping equipment (Line negatives, halftones, single, two, three color spot and four color process), Platemaking, Mitsubishi CP-50II silver master maker, Paste-up, Polar Mohr Paper Cutter, Folder with right angle attachment, Rosback 3 station bookmaker, 3-knife trimmer, 3-hole drill, Collator, GBC binder, power staplers and other similar equipment. Must be proficient with Quark XPress, Photoshop, and Illustrator. Basic knowledge of operation of a Xerox color copier and Xerox network printer and related software.

Minimum Entrance Requirement for Training

Requires an Associate Degree (or equivalent) in printing including all aspects of press work. Must have one additional year of training in the most current information in desk top printing and computer systems.

Minimum Entrance Requirements for Prior Experience

Must have four years job related experience with demonstrated competence.

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

Decision Making Authority

Makes some creative recommendations and many creative decisions involving the best presentation of a wide variety of printed materials. Makes equipment service and repair decisions.

Interaction with Others (Non-Supervisory)

Regularly interacts with clients to address prioritizing and scheduling of jobs, deadlines, clarification of jobs, design changes and recommendations, stock availability, etc. Interacts with Ad Agencies, vendors and printing professionals. Responsible in assisting district employees with loading of software and printer drivers/descriptions onto their desktop computer.

Supervision

Supervises and trains one part-time employee.

Working Environment

Must work with chemicals and with potentially dangerous automated and hand operated equipment and take necessary precautions. Many interruptions of work that requires concentration and accuracy. Must meet frequent deadlines. May work long shifts to complete urgent projects.

Physical Demand Characteristics

Job entails frequent handling of lightweight materials with some heavier lifting and moving up to 75 pounds.