CLASS TITLE: GRAPHICS MANAGER

BASIC FUNCTION:
Under the direction of the Director-Business Services, plan, organize and coordinate graphics design and printing operations and activities for VCOE, including the use of graphic tools and software, offset press and high-speed copier operations, and a variety of other pre-press and bindery activities; train, assist with supervision and evaluation of the performance of assigned personnel.

REPRESENTATIVE DUTIES:
Plan, organize, coordinate and control the activities, services and operations of the graphics and print shop functions; allocate personnel and resources to optimize departmental efficiency and effectiveness; assure the timely production of quality print and graphic materials; drive to sites to pick up and deliver materials and equipment; Interview, train, supervise and evaluate the performance of graphics and Print Shop staff; provide technical guidance and assist staff in phases of work including design and layout, camera work and darkroom procedures, stripping and plate-making, and press work; Communicate with customers and vendors concerning printing and duplicating needs; provide technical expertise and advise regarding department services, technical issues associated with graphics and printing, scheduling work, design ideas, costs, billings and marketing; establish printing priorities and develop production schedules; Review incoming work orders and estimate production time and costs; establish priorities; coordinate and schedule work through various phases of production to meet time lines; check completed jobs for accuracy and compliance with job specifications; Oversee the design of complex graphic artwork, including the layout of complex multi-color, multi-page art; the preparation of press-ready art in negative form through computer-generated image setting, utilizing various computer graphics software programs, and the use of html language and compatible software to design and manage websites; Develop, implement and maintain graphic and printing services policies and procedures; assure compliance with departmental and VCOE standards for quality, customer service, billing, safety, and compliance with waste and emission disposal; Prepare and develop budget requests; monitor and control the departmental budget to achieve and maintain self-sufficiency; develop new customer base; order paper stock, ink chemicals and other supplies and equipment to maintain adequate inventory levels; Research printing equipment and purchases; provide technical recommendations regarding new equipment and proposed facilities; assist in developing bids for the purchase of equipment and supplies; Prepare a variety of reports and statistics related to production, inventory, personnel, and

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expenditures; E

Assure proper maintenance and repair of departmental equipment; maintain current knowledge of technological advances in the field; E

Perform skilled and technical printing and bindery duties as needed involving the operation of computer graphic equipment and programs, film developer, offset presses, plate-makers, cameras, drill, collator, and pallet jack; and E

Perform related duties as assigned. E

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Integration of graphic design processes and print shop operations to perform the total creation and production cycle;
Methods, practices, terminology and procedures used in the printing industry;
Operation of image setting and scanning equipment, offset duplicating machines, and photographic and plate-making equipment;
Components and correct use of types, fonts, layout, and design;
Printing standards, materials, inks, and colors;
Inks, chemicals and papers used in printing operations;
Principles and practices of supervision and training;
Laws, rules and regulations related to assigned activities;
Policies and objectives of assigned program and activities;
Financial and statistical record-keeping techniques;
Technical aspects of field of specialty;
Budget preparation and control;
Bindery procedures and operation of related equipment;
Oral and written communication skills;
Interpersonal skills using tact, patience and courtesy; and
Safety procedures and practices.

ABILITY TO:
Plan, organize and coordinate graphics design and printing operations and activities, including the use of graphic software, offset press operations, and a variety of other camera, darkroom, and bindery activities;
Train, supervise and evaluate personnel;
Plan, organize and coordinate complex graphic artwork, including the design and layout of complex multi-color, multi-page art;
Train others in the proper methods, materials and tools used in the operation and maintenance of graphics, printing and related equipment;
Review incoming work, prepare production instructions, schedules and cost estimates;
Prepare budget requests and control expenditures;
Assure a cost-efficient and financially self-supporting production operation;
Maintain adequate inventory and supply of paper stock and materials;
Set up, operate, and troubleshoot computers with advanced software applications, duplicating machines, and bindery equipment;
Operate photographic and plate-making equipment used for making masters;

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Maintain equipment in proper working condition;
Meet schedules and time lines;
Establish and maintain cooperative and effective working relationships with others; and
Provide a variety of technical information to others concerning reproduction materials and processes.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by course work in printing or related field and four years of increasingly responsible experience in the production of computerized graphics and printed materials, including two years of print shop and graphics supervisory experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions and print shop environment;
Exposure to photo processing chemicals; and
Regular exposure to noise from equipment operation and fumes from the Print Shop.

PHYSICAL ABILITIES:
Hearing and speaking to communicate with customers;
Seeing to observe graphics work;
Sitting for extended periods of time operating computer equipment;
Lifting and moving boxes and paper weighing up to 50 pounds;
Walking to deliver completed work orders;
Reaching overhead to retrieve papers and to maintain files;
Kneeling to clean processing equipment; and
Dexterity of hands and fingers to operate computer equipment.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Exposure to cleaning and processing chemicals, fumes, and gases; and
Occasionally working around and with machinery having blades or moving parts.