CLASS TITLE: GRAPHICS SPECIALIST

BASIC FUNCTION:
Under the direction of the Graphics Supervisor, operate computerized phototypesetting equipment and graphics software to produce and prepare laser output for printing or reproduction; communicate with customers to plan, design, and layout text and artwork and to determine final output; maintain phototypesetting equipment in a clean and proper operating condition.

REPRESENTATIVE DUTIES:
Operate computerized phototypesetting equipment and graphics software to produce and prepare laser output for printing or reproduction, including pamphlets, bulletins, brochures, announcements, newsletters, handbooks, forms, overheads and graphs; 

Communicate with customers to plan, design, proof, and re-work graphics jobs; communicate with customers and determine final required output from rough draft and work orders;

Create, plan, arrange, and layout text and artwork; select type style and size, font type, spacing of letters and text lines, placement, and size and type of photos and artwork to be used to meet customer specifications;

Assure that final artwork copy meets printing guidelines and capabilities of Print Shop equipment;

Enter text and graphic elements using a keyboard, scanned materials or customer data files; format and arrange data; obtain customer approval and modify as required; prepare laser output for reproduction by the Print Shop;

Operate a microcomputer, scanner, image setter, printer, processor, and various graphics software applications;

Operate and maintain high speed digital printers;

Maintain electronic media and hard copy for completed jobs; maintain logs of jobs and time required to complete tasks; maintain records of time and materials required to complete jobs and provide information for billing customers according to established guidelines;

Assist Print Shop personnel as needed to meet deadlines; operate bindery equipment as assigned;

Estimate and input work orders and billing;

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Page layout and design techniques and procedures;

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Computers and graphics software applications used by the County Office;  
Basic printing processes related to phototypesetting to meet specification requirements and Print  
Shop and bindery capabilities;  
Various software programs' capabilities and limitations;  
Basic single-color and multi-color printing operations;  
Basic bindery operations;  
Basic record-keeping techniques;  
Interpersonal skills using tact, patience and courtesy;  
Proper methods of storing equipment, materials and supplies; and  
Computer network.

ABILITY TO:  
Operate computerized phototypesetting equipment and graphics software to produce laser output  
for printing or reproduction;  
Communicate with customers and plan, design, and layout text and artwork to determine final  
output;  
Combine text and graphics from several sources into one program for printing to negative;  
Operate a variety of computer, scanning, printing and processing equipment;  
Type at 50 words net per minute from clear copy;  
Learn new software programs used in the department;  
Prioritize and schedule work;  
Meet schedules and time lines;  
Learn department and program objectives and goals;  
Analyze situations accurately and adopt an effective course of action;  
Work independently with little direction;  
Work cooperatively with others;  
Understand and follow oral and written directions;  
Transfer files over Novell Network; and  
Convert files as necessary to transfer between MAC and PC.

EDUCATION AND EXPERIENCE:  
Any combination equivalent to: graduation from high school supplemented by course work in  
computerized graphics software used by the Ventura County Office of Education and two years of  
increasingly responsible graphics and printing operations experience.

WORKING CONDITIONS:  
ENVIRONMENT:  
Is subject to inside environmental conditions and print shop environment;  
Exposure to photoprocessing 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 boxes and chemical container 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  

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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 and fumes; and
Occasionally working around and with machinery having blades or moving parts.