

CITY OF FRESNO

120013

GRAPHICS TECHNICIAN

DEFINITION

The Graphics Technician performs complex graphic design projects in the production of printed materials.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Purchasing Manager. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

The Graphics Technician is an advanced single class position in the Central Printing Section of the General Services Department. The Graphics Technician serves as a graphics, artwork, and design resource person to City staff and confers with private vendors. This class will be responsible for serving as a lead worker to other employees.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor.

Prepares complex layout and graphic design work, including logos, reports, flyers, brochures, and/or other applicable items. Prepares submitted jobs and digital files for production.

Operates a variety of bindery equipment, which may include cutters, folders, punches, binders, drills, and/or other related items.

Maintains and troubleshoots copiers, bindery equipment, prepress equipment and/or other related equipment; performs minor and routine maintenance.

Operates a variety of graphic design, desktop publishing and database processing software.

Completes print requisitions, updates job tracking database, and inputs time tracking.

Consults with various City departments and outside vendors regarding job specifications.

Provides walk-in clients with quick-copy services.

Monitors and stocks paper and supply inventory, ensuring appropriate volume to facilitate efficient operations.

Operates a variety of digital copiers and printers for the production of materials.

Performs other duties of a similar nature or level.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Complex graphic design applications and related software.

Print production principles and practices.

Basic design and layout techniques for print jobs.

Basic mail standards and procedures.

Operation of print servers and related equipment.

High and medium-speed production copiers.

Applicable tools and equipment utilized in assigned area or responsibility.

Paper types and weights.

Mathematical concepts.

Customer service policies, principles and practices.

Skill in:

Prioritizing and assigning work.

Providing customer service.

Using computers and applicable software applications.

Performing design and layout of print jobs.

Safely operating and maintaining applicable tools and equipment.

Performing routine and minor maintenance and repair activities.

Utilizing graphic design, desktop publishing, and database processing software.

Preparing and performing mathematical calculations.

Managing multiple priorities simultaneously.

Provide lead direction and oversight of work performed.

Preparation of marketing material, including graphic design.

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction.

MINIMUM QUALIFICATIONS

Experience:

Three years of experience in prepress, graphics design, and print production are required.

– AND –

Education:

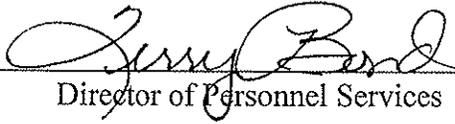
Associate's Degree from an accredited college or university in Graphics Design.

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Special Requirements:

Possession and maintenance of a valid California Class C Driver License at time of appointment.

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APPROVED: 
Director of Personnel Services

DATE: 6/17/10

Original FLA: 12/07
JC:scm:ar 5/19/10