

GRAPHICS TECHNICIAN

DEFINITION

Under supervision, performs complex graphic design projects in the production of printed materials.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a supervisor or designee. Exercises no supervision; may provide lead direction.

DISTINGUISHING CHARACTERISTICS

The Graphics Technician serves as a graphics, artwork, and design resource person to City staff and may confer with private vendors. Develops visual art concepts and layouts for brochures, publications, business cards, programs and other marketing materials. This class may 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 to produce materials.

Performs other duties as required.

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.

Ability to:

Prioritize and assign work.

Provide customer service.

Perform design and layout of print jobs.

Perform routine and minor maintenance and repair activities.

Prepare and perform mathematical calculations.

Manage multiple priorities simultaneously.

Provide lead direction and oversight of work performed.

Prepare marketing material, including graphic design.

Establish and maintain effective working relations with those contacted during the course of business.

Skill to:

Utilize computers and applicable software applications.

Safely operate and maintain applicable tools and equipment.

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

Safely operate a motor vehicle.

MINIMUM QUALIFICATIONS

Three (3) years of experience in prepress, graphics design, and print production;

AND

Completion of an associate degree from an accredited college or university in Graphics Design.

Additional qualifying experience may be substituted for the required education on a year-for year basis.

Special Requirements:

Possession and continued maintenance of a valid California Class 'C' Driver License while employed in the job class.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 2/14/22

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