

Media Graphics Specialist

Purpose Statement

The job of Media Graphics Specialist is done for the purpose/s of duplicating materials required by school personnel and volunteers for instructional and administrative functions including: instructional materials, conferences, special events, meetings, etc. and delivering completed materials within established timelines.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Supervisor - IMC

Essential Functions

- Assists district employees, parents, board members, etc. with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner.
- Calculates resource estimates (e.g. personnel time, material costs, etc.) for the purpose of printing and/or duplicating.
- Communicates with vendors for the purpose of purchasing supplies and arranging delivery for department operations.
- Cuts printed job materials as part of the finishing process as may be required for the purpose of ensuring maximum use of paper stock and sizing to job specifications.
- Designs documents (e.g. announcements, forms, pamphlets, annuals, planners, etc.) for the purpose of printing and/or duplicating.
- Prepares a variety of materials (e.g. booklets, forms, letters, mailers, report cards, standard forms, announcements, letterhead, catalogues, fliers, pamphlets, etc.) for the purpose of completing and providing appropriate reproduction of materials in accordance with work request specifications.
- Processes job requests in both electronic and hard copy formats for the purpose of maximizing the processing and efficiency of the copy reproduction process.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Reviews proofs of materials to be duplicated (e.g. spelling, layout, paper-request, etc.) for the purpose of correcting errors, avoiding unnecessary expenses and meeting requester's needs.
- Schedules requests for duplicating services received from school site staff (e.g. schedules, bulletins, newsletters, etc.) for the purpose of ensuring availability of materials.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily

perform the functions of the job include: adhering to safety practices; operating equipment used in reprographics operations; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: aspects of reprographics operations including computers and high speed photocopying equipment.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; and working with frequent interruptions; Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt