

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Graphics Technician**

Dept: **Community Relations & Graphics**

Job Code Number: **10480**

Reports to: **Manager, Community Relations
& Graphics**

Grade Number: **10, Represented**

Effective Date: **January 2003**

FLSA Status: **Non-Exempt**

General Position Summary:

Prepares and photocopies all finished work for in-house KCLS printed materials, including library program materials, internal documents and training materials. Prepares materials for reproduction on Canon ir8500 digital copiers using TR Micropress print management system. Cuts paper to size, copies, folds, laminates, binds and distributes materials as required. Basic layout and production of forms, business cards and other materials using the Mac operating system. Provides technical support and maintenance of Macintosh computers and network within Graphics and Community Relations and interface with KCLS software.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Prepares artwork and text for printings using the TR Micropress print management system. Operates machinery involved in binding KCLS in-house printed material including digital copiers, electronic folding equipment, hydraulic paper cutter, GBC binder and other equipment as needed.
2. Compiles and records data and statistics of all graphic copy and offset printing jobs.
3. Uses Mac based graphics software as required.
4. Ensures, for the Community Relations and Graphics department, regular maintenance and repair of the Apple Mac computers and network, installation of Apple Mac and peripherals. Evaluates the needs of users and obtains, installs, and customized hardware and specialty software to meet needs within Community Relations standards, as required. Researches and recommends hardware and software, and writes specifications for purchasing these. Conducts training for departmental staff and users, as needed.

Secondary Duties:

1. Delivering and distribution of materials.
2. Other related duties as assigned.
3. Provides a variety of general clerical and office assistance for the Community Relations Manager or Graphics Specialist.
4. Provide general work direction to graphics staff, as assigned.

Communication:

Contacts are normally made with other KCLS employees. Contacts are regularly made at the supervisor's request and on the incumbent's own initiative and occasionally a third party initiates contacts. The position has a requirement to interact with staff frequently. The contacts normally concern information exchange of a routine nature, but may, at times, require some discussion or explanation. Communications are seldom about confidential/sensitive matters.

Initiative:

The position operates from established and well-known procedures (on a general basis) and is responsible for solving problems with own workflow and processes. No formal responsibility for designing new programs/services or concepts is involved in the position. The job involves a moderate degree of complexity. The incumbent receives moderate supervision and experiences recurring work situations with occasional variations from the norm. Decisions are made within strictly prescribed operating guidelines. Situations related to the Macintosh computer system periodically call for the exercise of limited discretion, latitude, or negotiation within loosely established guidelines for decision making.

Accountability:

The position experiences frequent interruptions and maximum flexibility is required. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. The incumbent makes decisions that have impact across a limited number of work units and the work is occasionally monitored or checked by the supervisor and/or other staff.

Leadership:

The position does not include mentoring responsibility but is responsible for role modeling and promoting organizational values within own work unit or department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Two year degree in graphic design or equivalent experience/training.
- One year experience in digital copier and print shop production.

Necessary Knowledge, Ability and Skills:

- Considerable knowledge of digital copiers and operating methods of equipment used in printing and binding KCLS printed material.
- Considerable knowledge of computer programs such as TR Micropress and graphic design software on the Mac OS, including Photoshop, Illustrator, PageMaker and InDesign.
- Considerable knowledge of design and layout concepts applicable to printed material.
- Considerable knowledge of staff involved in developing material for printing.
- Some knowledge of services and material available through libraries.

Ability to:

- Effectively operate equipment in support of KCLS in-house printed material.
- Meet tight deadlines and complete “rush” jobs in a timely and effective manner.
- Operate in a high-volume, fast paced, high stress environment.
- Read, speak, write and understand the English language.
- Develop and maintain a “customer service” orientation towards KCLS staff and others involved in developing, printing and distributing printed material.

Skill in:

- The use of computer software and hardware.
- Listening to, understanding and interpreting information received from employees involved in developing, printing and distributing material.
- Assessing situations/problems and logically finding solutions.
- Taking necessary precautions to avoid physical injury while operating equipment associated with position.
- Graphic design background, training on copier equipment, and experience in multi-tasking.

This position spends eight or more hours per week performing photocopying, data entry, distribution of materials, word processing, filing, photocopying, faxing, data entry, etc. and other related duties.

SPECIAL REQUIREMENTS

Valid Washington driver’s license.

PHYSICAL DEMANDS

The position is exposed to the following on a continuous basis: standing, walking, repetitive motions of hands/wrists, handling, grasping, hearing, reaching, close distance and peripheral vision, depth perception, the ability to adjust focus and color perception. Lifting or carrying up to 50 pounds, and pushing or pulling up to 120 pounds are required in this position. Tools and equipment commonly used by this position include computers, scanners, high-speed copiers, hydraulic paper cutter, industrial paper folder, laminator, electric binding machine, electric 3-hole paper punch, large stand-up stapler, tape gun, box cutting knife, hand truck, book truck, telephone, scissors and a regular size stapler.

WORK ENVIRONMENT

The position is exposed to heavy lifting, constant standing, extensive PC monitor work, working near moving mechanical parts, risk of electric shock, exposure to photographic and printing chemicals, continuous loud noises and the risk of severe injury due to working around sharp objects.

Advancement Possibilities:

Sr. Press Operator
Graphics Assistant
Graphics Specialist

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Final: 7/25/01
Revised: 1/03