

Position Description
Publications Technician
Department: Varies

POSITION PURPOSE

The Publications Technician coordinates, design, and assists in the production of College publications e.g., class schedules, catalogs, brochures, flyers and pamphlets.

NATURE AND SCOPE

The Publications Technicians is responsible for creating the design and layout of materials to be published, generating bid proposals for projects, and scheduling production calendars. Other decisions, such as production scheduling conflicts and final approval of materials to be reproduced, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Meets with various parties to gather information and ideas on the production of College publications.
2. Obtains approval on the design, layout, and wording contained in schedules, catalogs, brochures and other published materials.
3. Determines production deadlines; produces camera-ready materials for reproduction.
4. Coordinates bid proposals; works with vendors to obtain required services.
5. Works with faculty and staff to continually gather information to update College publications as assigned.
6. Answers phones and handles routine inquiries.
7. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Some knowledge of District policies and procedures
Principles and techniques of art design, 4-color art, letters, and layout
Knowledge of photography and darkroom techniques
Ink, paper stock and chemicals used in reprographics work
Computer literacy; desktop publishing and computer graphics programs e.g., Adobe Illustrator, Adobe Pagemaker, Adobe Photoshop

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Operate and maintain various tools used in graphics reproduction e.g., offset duplicating machine, photographic equipment
Excellent written and oral communication
Excellent interpersonal skills
Ability to work independently
Management and organizational skills

Education and Experience:

A.A. degree in Graphic Arts, Art or related field
2-4 years directly related experience

Working Conditions

Frequent exposure to chemicals, and/or tools used in which are predictable in nature
Ability to lift up to 30 lbs.