



Chris Hartley, Ed.D.
Superintendent

HUMBOLDT COUNTY OFFICE OF EDUCATION PRINTING AND COMMUNICATIONS TECHNICIAN

JOB SUMMARY

Under the general direction of the Communications Director, operate and maintain high speed digital copiers and various equipment in the production and reproduction of a wide variety of materials involving both basic and sophisticated printing procedures; responsible for accurate and timely completion of projects and the safe and proper operation of the equipment; assists with communication efforts to support and collaborate on key HCOE initiatives and priorities including but not limited to graphic design, multi-media, and digital communications; may perform courier service during summer months to sites off campus; maintains records in maintenance and supply inventory control.

ESSENTIAL DUTIES

Primary duties include: Sets and operates all equipment for printing a variety of jobs; operates equipment of varied technical levels; keeps an inventory of inks, collating supplies, paper and other supplies. Other duties include: providing digital communication and assists in supporting and preparing a variety of marketing collateral, media, and web content to support HCOE programs and districts; designs and creates electronic logos, marks and other images; supports media and graphic department staff in the planning, organizing and collaborating on the development of video and multi-media productions; supports the development of social media outreach among HCOE programs and districts; troubleshoots technical problems and provides recommendations for maintenance and improvement; downloads software updates and performs routine maintenance on in-house computers as needed; interfaces with the work order system dashboard and routinely updates status for jobs in queue; may assist in the categorization of web content to ensure data is organized in a user-friendly manner; proofreads and edits all design work; assures adequate supplies for printing needs; follows brand and style guidelines; keeps current on industry trends; maintains the highest customer service standards at all times; assists with other communications operations as needed.

The Printing and Communications Technician must be available to work varied hours and days, Monday through Saturday, depending upon department needs.

EMPLOYMENT STANDARDS

- Graduation from high school or equivalent level of basic competence;
- College course work in communications, graphic design, or closely related field and/or two years of progressively responsible experience demonstrating the knowledge, skills, and abilities detailed above or a combination of education and experience similar to the above to demonstrate thorough preparation to perform required duties;
- Experience with web-based content management systems, graphic design programs, and strong written language skills highly preferred.
- Possession of a driver's license or other acceptable demonstration of ability to be mobile and to attend a variety of community events and perform courier service, as needed.

KNOWLEDGE OF:

- Methods, practices, terminology, equipment and procedures used in the production of printed and graphic materials
- Macintosh computer systems;
- Computer and graphics software applications such as Illustrator, Photoshop, WordPress and InDesign;
- Operation of high speed copiers, printing and related equipment;
- Basic single-color and multi-color printing operations;
- Copyright rules, regulations and restrictions;
- Oral and written communication skills;
- Correct English usage, grammar, spelling punctuation and vocabulary;
- Technical aspects of field of specialty

ABILITY TO:

- Communicate effectively orally and in writing;
- Demonstrate high levels of customer service and accountability;
- Perform a variety of technical duties involved in the design, typesetting and production of printed materials and related graphic arts;
- Support and maintain project timelines
- Operate high-speed digital reprographic and peripheral equipment in the reproduction of various materials as necessary;
- Arrange, layout and design effective use of visual materials;
- Maintain positive attitude while working on short, multiple deadlines;
- Produce clearly written, succinct materials;
- Work effectively independently and as part of a team with minimal supervision;
- Organize and prioritize work;
- Exercise appropriate judgment in decision making;
- Maintain confidentiality of information;
- Complete routine tasks thoroughly, accurately and with attention to detail;
- Demonstrate mature judgment, flexibility and diplomacy;
- Support the work of other team members to produce timely, desired, products and services;
- Provide training and best practice to customers as needed.

SAFETY AND ENVIRONMENTAL CONSIDERATIONS FOR POSITION

- Handle various chemicals such as rubber cement, correction fluid, Photomount, deglazer, etc., which can be hazardous if ingested, inhaled, or otherwise handled in an unprofessional manner;
- Work with sharp instruments (cutting blade, scissors, paper cutter, etc.);
- Lean or stand for periods of time;
- Sit on elevated chairs with wheels and having to maneuver on them;
- Work in high-production/pressure environment with constant interruptions;
- Lift binders, supplies, paper boxes, etc., occasionally in excess of 50 pounds;
- Work around equipment with numerous moving parts, rollers and noise; i.e., collator and presses;
- Be very agile (ability to stand, sit, climb ladders, stoop, etc.) with a high degree of confidence and speed.