CITY OF LOMPOC

PRINT COORDINATOR AND TECHNICIAN

DEFINITION:

Under general supervision, to coordinate print jobs with external sources; to edit, and create graphics and documents utilizing desktop publishing; to duplicate and bind a variety of written and drawn material on photocopy and simple bindery equipment; to pick-up, process, and distribute incoming and outgoing mail; to operate stuffing machine; to maintain the City's intranet site and assist in the maintenance of the City's Internet site; and to perform related work as required.

CLASS CHARACTERISTICS:

The single position class of Print Coordinator and Technician is a technical, self-directed position which includes external print job coordination, project design, consulting with department staff, minimal web design and creation. Additionally, the incumbent distributes and processes mail.

LICENSE/CERTIFICATES REQUIRED:

Possession of a valid and appropriate California Driver's License.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Conceptualizing and creating designs from ideas or drawings in Adobe Illustrator/Photoshop; designs, modified, duplicates written, typed, and drawn material of various sizes on photocopy and related equipment; manages external printing jobs from creation to completion; separates, sorts, cuts, folds, collates, punches, staples and in other ways processes finished materials; ability to lead projects from concept to completion; maintains records of work performed and materials used; requisitions supplies and maintains stock of needed materials; provides information and assists staff in determining economy, feasibility and time deadlines of requested work operates stuffing machine for various department requirements; receives, sorts and distributes mail; sorts, weighs, seals, stamps and insures, as needed, and delivers outgoing mail; maintains records of postage and fees used; determines priorities and scheduling of work; operates and maintains copy machines to include fax functions, assists persons in usage, maintains usage information for monthly reporting; maintains work area in clean and orderly condition; and performs other related duties as required.

CITY OF LOMPOC
(Print Coordinator and Technician)

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical: Strength Category: Medium-exert force of 20-50 pounds occasionally, 10-25 pounds frequently or up to 10 pounds constantly to lift, carry, push, pull or move objects. Constant typing, use of hand/fingers. Frequent sitting. Occasional standing, walking, bending, stooping, crouching, reaching at, above and below shoulder level, pushing, pulling, twisting at the waist, handling, gripping, grasping. On rare occasion, kneeling, climbing stairs and ladders, extending the neck upward, downward, side to side. **Vision:** visual acuity sufficient to perform the essential functions of the position; average depth perception needed. **Hearing:** effectively hear/comprehend oral instructions and communication.

Mental/Psychological:
Work cooperatively and interact appropriately with those contacted in the course of work, without exhibiting extreme responses; respond appropriately to criticism from supervisor; read/comprehend complex material; utilize simple math skills; utilize simple writing skills; understand, remember and carry out complex job instructions; respond quickly to changing priorities; communicate effectively orally; work under pressure; and work within deadlines; train other workers.

ENVIRONMENTAL CONDITIONS: Works outdoors frequently and indoors occasionally. Frequently works alone, occasionally works with others. Noise level in the work environment is usually quiet in the office, and moderate to loud in the field. Frequently exposed to slippery or uneven walking surfaces, and drives City vehicle. Occasional use of computer, working at unprotected heights, around machinery, and exposure to dust and fumes. On rare occasion exposed to gases and odors, excessive noises, electrical energy, solvents, grease or oil, flames/smoke, and extreme temperatures.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic computer use and up-to-date with industry leading creative software and technologies (In Design, Illustrator, Photoshop, etc.).
- Layouts, graphic fundamentals, typography, color theory and limitations of the web.
- Computer systems environments.
- Methods, procedures, practices and equipment used in the modern data processing operation.
- Familiarity with programming languages used by the City.
- Operations of stuffing machine.

- Management of photocopy machines.
- Postal rates and procedures.

Ability to:

- Create and edit documents and graphics using a computer.
- Create and edit HTML, Adobe Acrobat and other documents for web.
- Understand and carry out oral and written instructions.
- Perform simple clerical and record-keeping duties.
- Determine cost effective methods of duplicating documents.
- Schedule tasks and budget time to meet deadlines.
- Read and write at the level required for successful job performance.
- Use a postal manual, scale and metering machine and determine the most appropriate and cost effective postage.
- Operate photocopy, printing, cutting and bindery equipment.
- Operate a vehicle observing legal and defensive driving practices.
- Evaluate the purchase and replacement of printing, copying, and related equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Equivalent to completion of two (2) years of college or technical school, or possession of an Associate of Arts degree with major course work in computer science or a closely related field **AND** two (2) years experience with desktop publishing and print coordination.

Substitution: Qualifying experience may be substituted for up to two (2) years of college course work on the basis of two (2) years of qualifying experience for one (1) year of college. Formalized computer courses and certifications may be considered toward college course work requirement.

Est. 8/2021