CITY OF
SIMI VALLEY

GRAPHICS/SUPPORT SERVICES TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs and coordinates a variety of technical graphics services and graphic design activities within the Administrative Services department including a wide variety of design and print work; performs a wide variety of technical software and purchasing support functions; and performs related technical office work in support of the Digital and Print Media Coordinator and Deputy Administrative Services Director/Support Services as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed 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.

1. Perform a variety of technical graphics services and graphic design activities for City Departments including design, print and bindery work.

2. Assist in producing and updating a variety of City graphics materials including but not limited to brochures, pamphlets, flyers, forms, web page layouts, posters, and banners.

3. Provide assistance in the development of basic graphic concepts, and production of in-house graphics projects for the City; convert word processing and photo files to various software applications; edit video files and other media formats for production of presentations.

4. Participate in maintaining schedules and meeting deadlines for all graphics and print shop projects.

5. Provide necessary support to ensure quality control for design and print work; assist in the inspection of assigned work for accuracy, color consistency and flaws.

6. Operate a variety of graphic and printing equipment and machines including Macintosh and IBM compatible computer equipment, high-quality digital color copier, high-speed production copier, and related equipment and software.

7. Assist in ensuring the smooth operation of graphics, print shop and bindery equipment, as necessary.

8. Coordinate overflow graphics and print projects sent to outside vendors; ensure work is completed on time.

9. Solve and correct technical problems with graphics-related computer software and systems.

10. Maintain and file art, bids, and other materials and records.

11. Create fillable PDFs for City employees and ensure that forms and documents uploaded to the City website are ADA compliant and optimized for search engines.

12. Create and update charts and graphs for the City's Economic Newsletter; convert to compatible formats print and publication on the City's website.

13. Participate in ensuring compliance with laws, rules and regulations related to provision of graphics, printing and related services.

14. Perform a wide variety of responsible technical support duties for the Digital & Print Media Coordinator and Deputy Administrative Services Director/Support Services including technical office work as necessary.

15. Provide technical support services for the Division's Purchasing program; perform basic purchasing functions including assisting in writing specifications and preparing bids for graphics art projects, computer purchases, paper purchases, and other print or graphics supplies; process purchasing data such as receiving documents, requisitions, and new vendor setups; coordinate bidding processes; coordinate work to outside contractor.

16. Perform assigned print work duties, print production functions, bindery and warehouse duties, as necessary.

17. Provide technical information, assistance or advice to City officials and Departments as appropriate; ensure quality customer service.

18. Assist, as needed, in processing outgoing mail, mail pickup and delivery duties; provide and deliver messenger services; receive miscellaneous packages and materials in the warehouse, and distribute and deliver as required.

19. Attend meetings and seminars to stay informed of the latest developments in graphics, copier, and print production technology.

20. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic operations, services and activities of a graphics program, including various paper types and sizes.
Basic general and City design guidelines.
Principles, methods, practices, tools, and techniques used in graphic art preparation and production.
Methods and techniques for ordering supplies, including graphics, printing and copying supplies.
Modern printing equipment, including digital production, copiers, and bindery equipment.
Modern office procedures, methods, and equipment, including, computers, scanners, networked printers and advanced software and digital programs and applications.
Basic digital file conversion methods and techniques.
Safe work practices and occupational hazards.
Basic mail processing methods and techniques.
Basic purchasing procedures and the City's bid procedures.

Ability to:

Operate office equipment including computers and supporting software applications.
Diagnose, research and repair software problems related to graphic design.
Adapt to changing technologies and learn functionality of new equipment and systems.
Produce quality brochures, pamphlets, and flyers.

Design, revise, and convert the format of City forms, documents, and promotional materials.
Operate high-speed copier/duplicator, and color copier.
Design and produce graphic art to final printed materials, ranging from black and white to full four-color process printing.
Integrate files form one application to another application.
Create video and audio files in various formats.
Maintain accurate files and reports.
Prepare, manipulate and output digital files.
Perform basic purchasing functions.
Write clear and concise bid requests.
Assist in ensuring high level of customer service.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by technical level course work in graphic arts, print production, desktop publishing, computer graphics design, or a closely related field.

Experience:

Two years of increasingly responsible experience in a graphics work environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 job functions.

Environment: Office environment; exposure to computer screens, toxic chemicals, solvents. Print shop environment; exposure to noise, grease, oils, electrical energy, various cleaning solvents; work with machinery.

Physical: Sufficient physical ability necessary for walking, standing or sitting for prolonged periods of time; both hands required, use of fingers, ability to distinguish colors; moderate lifting.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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