

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

GRAPHIC DESIGN PRODUCTION LEAD, Print Solutions

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma with two (2) years' experience in a print production environment with an emphasis in Graphic Design OR Associate's Degree with an emphasis in Graphic Design or related field.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in the use of field related graphic design software.
- Ability to prepare files in the formats required for various production outputs.
- Ability to organize work assignments to maximize production.
- Knowledge of computer applications and technology as related to specific job functions.
- Proficiency in the daily use and maintenance procedures related to printers, copiers, and other copy/print equipment.
- Ability to work both independently and in teams, while providing outstanding customer service.
- Knowledge of appropriate and relevant safety procedures as they relate to working with and around copy/print equipment.
- Excellent time-management skills.

SUPERVISION

REPORTS TO Print Solutions Manager
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide operational, and when required, oversee the day-to-day operations of printing services for the benefit of the school district students, teachers, and district staff.

PERFORMANCE RESPONSIBILITIES

1. *Prepare print-ready materials using various graphic applications.
2. *Process and pre-flight customer files for output.
3. *Troubleshoot and repair files as needed.
4. *Communicate effectively with customers and take direction from written or spoken ideas and convert them into print-ready production files.
5. *Monitor the workflow system for new submissions.
6. *Assist customers with determining their copy requirements.
7. *Monitor, maintain, and meet production schedules and deadlines.
8. *Inspect and verify completed projects meet quality standards.
9. *Assist with preparing accurate and detailed inventory and production reports.
10. *Ensure financial records are generated accurately before project completion.
11. *Operate and maintain various print production related equipment as needed.
12. *Perform all necessary binding/finishing functions related to print production.
13. *Assist in training of operational staff as related to print production workflow.
14. *Oversee the daily operations of the Print Solutions department, in the absence of the Print Manager and Assistant Print Manager.
15. *Accept shift assignments, including nights and weekend as assigned.
16. Perform other duties as assigned by the Print Solutions Manager or Designee.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, copy/print related equipment and chemicals, pallet jack, and ladder.

PHYSICAL REQUIREMENTS

Heavy Work Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

<p>PAY GRADE H-06 \$32,458 - \$57,638 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935</p>	<p>POSITION CODES PeopleSoft Position TBD Personnel Category 18 EEO-5 Line 53 Function 7760 Job Code 2019 Survey Code 77631</p>	<p>FLSA <input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not applicable Previous Board Approval</p> <p style="text-align: right;"> ADA Information Provided by Tim Harper Position Description Prepared by Tim Harper</p>	<p>BOARD APPROVED May 14, 2019 December 10, 1996</p>
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