



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b>GRAPHIC ASSISTANT / INSTALLER</b>			
<b>DEPARTMENT/SITE:</b>	District Print Shop	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	19 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Print Shop Supervisor	<b>FLSA:</b>	Non-Exempt

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical duties involved in the installation of all types of signage, including but not limited to banners, posters, wall and window graphics, vehicle wraps, etc.; assist with the creation and design of original computer generated graphic artwork for various print and digital applications; perform a full range of bindery assignments requiring the operation of a variety of high-speed duplicating and finishing equipment; deliver finished print orders, and maintain copiers and related bindery equipment. The incumbents in this classification assist in providing students with creative and inspiring visual effects and meaningful spaces and events which directly support student learning.

### **DISTINGUISHING CHARACTERISTICS:**

The **Graphic Arts Technician and Installation Designer** class performs the full scope of duties in design, development, and execution of a wide range of projects and installations District-wide and for individual sites. The **Graphic Assistant / Installer** class assists the **Graphic Arts Technician and Installation Designer** primarily with the installation of signage, banners, posters, wall and window graphics, vehicle wraps, etc., and may assist in developing and implementing design elements.

### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of technical duties involved in the installation of all types of signage, including but not limited to signage, banners, posters, wall and window graphics, vehicle wraps, etc.; assist with the creation and design of original computer generated graphic artwork for various print and digital applications.

Operate wide-format printers including but not limited to eco-solvent printer, inkjet and toner-based printer, digital vinyl cutter, etc.; print, production, laminating, cutting, weeding, mounting, wall wraps, sign production, etc.; mount finished posters on foam boards, PVC plastics and a variety of other surfaces.

Assist in the production of a variety of printed materials using reprographic and finishing equipment, including high-speed digital copiers, booklet makers, cutters, binders, folders, drills, padding machines, shrink wrappers, printers, scanners, laminators, computers and assigned software; stock copiers with proper paper according to project specifications; package, shrink wrap and place printed materials into envelopes as needed; prepare, process and assemble print orders as needed.

Maintain equipment in proper working condition; clear paper jams; replace parts and toner and adjust equipment in response to minor malfunctions; perform minor repairs on duplication and other equipment

as directed; report major maintenance and repair needs to appropriate personnel; maintain assigned areas in a clean and orderly condition.

Operate a t-shirt press.

Communicate with customers and determine final required output from work orders and rough draft; work collaboratively to produce quality work while meeting deadlines and expectations for quality, creativity and accuracy; maintain and provide a strong customer service approach.

Greet and assist visitors; initiate and receive telephone calls concerning department functions; provide information concerning printing and graphics requests, deliveries and timelines.

Monitor inventory levels of printing supplies; receive stock, assist with ordering and maintain inventory of supplies; develop, maintain and update library of computer files of documents, district forms, artwork and images for digital printing.

Maintain records related to Print Shop production, track usage of supplies and materials and assist with preparation of department invoices; prepare, distribute and respond to a variety of correspondence;

Operate a computer, assigned software and peripheral equipment; operate a scanner to prepare line art and jobs for printing, and other office equipment, as assigned; maintain and operate print shop website.

Drive a vehicle to various sites to conduct installations.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Practices, methods, techniques and equipment used in the production and installation of all types of signage including banners, posters, wall and window and graphics, vehicle wraps, etc.

Practices, procedures, techniques and equipment used in production of a variety of printed materials using reprographic and finishing equipment, including high-speed copiers and wide-format printers.

Principles, materials, techniques and elements of modern graphic design and layout.

Common word processing, spreadsheet, database and software utilized in computerized graphics and web design such as Microsoft Office Suite, Adobe Illustrator, Photoshop, InDesign, FlightCheck, FlexSign, Adobe.

Strong understanding of brand personas, brand voice and brand management.

Methods and procedures of operating computers, peripheral equipment and a variety of specialized software.

Oral and written communication skills.

Bindery procedures and equipment.

Paper stock used in printing.

Health and safety regulations.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Record keeping techniques.

Basic mathematics.

**ABILITY TO:**

Install and remove vehicle wraps, window films and other wall graphics.  
Complete installations in an efficient manner without sacrificing the quality of work.  
Provide graphic art assistance utilizing desktop publishing and a wide variety of other graphic design methods and materials.  
Operate a variety of computer graphics and print equipment, including wide-format printers, high-speed digital copiers, peripherals, finishing equipment, sign cutting plotter, and bindery equipment.  
Cut, collate, staple, pad, drill, hole punch, fold, assemble and bind reproduced materials.  
Proven ability to assist in the design and production of printed material from concept to print.  
Assist in the creation of camera-ready renderings, calculate margins, tabs and other typesetting formats.  
Attention to detail.  
Produce quality printed work according to established production standards.  
Provide technical support and assist District staff in producing a variety of printed materials.  
Maintain current knowledge of technological advances in the field.  
Maintain computerized records related to work performed.  
Understand and follow oral and written instructions.  
Establish and maintain cooperative and effective working relationships with others.  
Work as an individual or with the team to meet customer's installation needs.  
Strong customer satisfaction skills.  
Observe health and safety regulations.  
Plan and organize multiple projects to meet schedules and tight deadlines.  
Work independently with little direction.  
Maintain neat and orderly work sites and workstation.  
Professional demeanor.  
Communicate effectively both orally and in writing.  
Interpersonal skills using tact, patience and courtesy.  
Establish and maintain effective relationships with those contacted in the course of work.  
Manage the maintenance of a variety of reports, records and files related to assigned activities.  
Maintain, adjust and perform routine maintenance to equipment.  
Operate a variety of standard office and print shop equipment, including Mac/PC computers and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school graduation and experience using reprographic and finishing equipment and at least two (2) years proven experience in the installation of signage materials and production of printed materials, hardware installation and vehicle wraps. Graphic design experience is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Ability to maintain automobile insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Print shop, indoor office and outdoor settings.  
Continuous interruptions.  
Noise and fumes from equipment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other designated equipment.

Proficient with hand and power tools, including blow torch.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials, view a computer monitor and operate a variety of production equipment.

Sitting and/or standing for extended periods of time.

Walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities.

Reaching overhead, above the shoulders and horizontally to retrieve, store and/or install materials.

Climbing up and down a ladder to hang/install signage and various materials.

Regularly lift and/or move up to 25 pounds and occasionally lift and/or move moderately heavy objects up to 50 pounds.

**HAZARDS:**

Working around or with machinery having moving parts.

Chemicals used in the printing process.

Working at heights.

**CLEARANCES:**

Criminal Justice Fingerprint/Background

Tuberculosis

Pre-placement Physical and Drug Screen

**SPECIAL NOTES:**

All creative concepts and work produced in the course of employment will become the intellectual property of the District.

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**JOB CLASS HISTORY**

Approved: G.B. 05/22/18; P.C. 05/26/18 (New)

Revised (EH&A / MGT Consulting) PC: 02/24 GB: 03/24