

## **DESKTOP PUBLISHING TECHNICIAN**

### **DEFINITION**

Under general supervision, creates, develops and produces various printed informational materials for the District, including the Fremont Adult School Brochure, flyers, pamphlets and other various documents; organizes Resource Center activities such as maintaining equipment and ordering supplies; and performs related work as assigned.

### **CLASS CHARACTERISTICS**

This single-position class is accountable for independently coordinating a variety of functions related to the Resource Center. The incumbent designs layouts for new and revised forms, brochures and visual aides, working from rough copy and preparing materials for reproduction through the use of desktop publishing systems and multiple software programs. The incumbent frequently interacts with staff to request information and advises on project materials and answer technical questions.

### **EXAMPLES OF DUTIES**

Maintains records of materials and equipment checked out and returned by individuals using the Resource Center.  
Creates flyers, worksheets, pamphlets, calendars, graduation programs, certificates, reports, tickets, playbills, posters and similar printed materials for District use.  
Inputs information relating to compliance reports, grants and related data.  
Maintains accurate examination files, records and information.  
Instructs staff and students in equipment usage.  
Maintains and repairs equipment used in the Resource Center; ensures warranties are current.  
Receives, records and accounts for all testing materials.  
Lists and tracks all materials and equipment in the Resource Center.  
Orders supplies for equipment and staff.  
Creates and produces the Fremont Adult Brochure, contacts printers for bids, procures information to be included in brochure, selects and creates illustrations for brochure and batches brochures for mailing.

### **QUALIFICATIONS**

#### **Knowledge of:**

The operation of a desktop publishing system using Macintosh computers and a variety of software packages, including Pagemaker, Illustrator and Photoshop.  
Duplicating and printing processes pertaining to methods, paper stock, ink, abilities and disabilities of print shop reproduction equipment.  
Maintenance and operation of computer and copy equipment.  
Techniques and methods of effectively using publishing software.  
Diagnostic procedures and operations for publishing software

#### **Skill in:**

Producing creative layout and design in preparation for printed reproduction.  
Proofing work for quality and accuracy.  
Organizing own work, setting priorities and meeting critical deadlines.  
Learning and following District policies and procedures.  
Working independently within established procedures and policies.  
Using English effectively to communicate in printed format, in person, over the telephone and in business writing.  
Entering data or information into a computer terminal, PC or other keyboard device.  
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

#### **Education:**

Equivalent to graduation from high school supplemented by related post-secondary course work and/or technical training in a related field.

#### **Experience:**

Two years of experience performing desktop publishing or layout work. Experience working in a school setting is desirable.

**Physical Demands:**

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer; strength and stamina to lift and move boxes of paper and supplies weighing up to 30 pounds, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

N: 02/03