Title: Graphics Technician  
Debt: Graphics and Printing  
Reports to: Graphics Supervisor  
Effective Date: Revised January 2019

General Position Summary:

Prepares and photocopies all finished work for in-house KCLS printed materials, including library program materials, internal documents and training materials. Prepares materials for reproduction on Canon ir8500 digital copiers using TR Micropress print management system. Cuts paper to size, copies, folds, laminates, binds and distributes materials as required. Basic layout and production of forms, business cards and other materials using the Mac operating system. Provides technical support and maintenance of Macintosh computers and network within Graphics and Community Relations and interface with KCLS software.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Prepares artwork and text for printings using the TR Micropress print management system. Operates machinery involved in binding KCLS in-house printed material including digital copiers, electronic folding equipment, hydraulic paper cutter, GBC binder and other equipment as needed.
2. Compiles and records data and statistics of all graphic copy and offset printing jobs.
3. Uses Mac based graphics software as required.
4. Ensures, for the Community Relations and Graphics department, regular maintenance and repair of the Apple Mac computers and network, installation of Apple Mac and peripherals. Evaluates the needs of users and obtains, installs, and customized hardware and specialty software to meet needs within Community Relations standards, as required. Researches and recommends hardware and software, and writes specifications for purchasing these. Conducts training for departmental staff and users, as needed.

Secondary Duties:

1. Delivering and distribution of materials.
2. Other related duties as assigned.
3. Provides a variety of general clerical and office assistance for the Community Relations Manager or Graphics Specialist.
4. Provide general work direction to graphics staff, as assigned.

Core Competencies:
Valuing Diversity
Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus
Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization’s values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge
Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Communicates Effectively
Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Organizing and Planning
Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Work Quality
Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Teamwork/Collaboration
Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member’s strengths and differences.

Adaptability and Flexibility
Adapts and adjusts comfortably to changing or different situations, conditions, and work responsibilities in ways that still result in productive performance.
DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Two year degree in graphic design or equivalent experience/training.
- One year’s experience in digital copier and print shop production.

SPECIAL REQUIREMENTS

Valid Washington driver’s license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally sitting and will seldom stand and frequently walk. Will frequently reach up to chest level and below waist. Neck rotation may be up to frequent to monitor machines. Frequent bending, twisting at waist, occasionally squatting and seldom kneel while performing regular duties. Constantly using hands in conjunction with frequent finger use, this handling may be repetitive up to occasionally. The employee will frequently lift 20 pounds, occasionally lift to 35 pounds and seldom up to 60 pounds. Employee will frequently push/pull light force and seldom push/pull carts and pallet jacks using moderate force.

WORK ENVIRONMENT

The position is exposed to heavy lifting, constant standing, extensive PC monitor work, working near moving mechanical parts, risk of electric shock, exposure to photographic and printing chemicals, continuous loud noises and the risk of severe injury due to working around sharp objects.

Advancement Possibilities:
Sr. Press Operator
Graphics Assistant
Graphics Specialist

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: ______________________
Director of HR