IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: GRAPHIC ARTS/REPROGRAPHICS COORDINATOR

BASIC FUNCTION:

Under the direction of the Dean of Technology, the Graphic Arts/Reprographics Coordinator oversee the daily operations of the Reprographics Center; assure that work orders are received and prioritized in the order they are needed; perform a variety of responsible desktop publishing, digital graphic design, photography and printing duties and produce quality printed work; assure the finishing, packaging and distribution of printed material; organize, schedule, assign and review printing and reprographics work; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Organize, coordinate and oversee the daily operations of the Reprographics Center; oversee the work of assigned staff and assure that work orders are received and prioritized in the order they are needed; assure that work orders are printed, duplicated, bound, folded, stapled, cut, padded or otherwise finished as requested.

Perform desktop publishing, digital graphic design and photography; design, create and produce full color covers for class schedules, class catalogs, fact books, postcards, logo design, brochures, letterheads, flyers, envelopes, certificates, plaques, and other projects as requested, using industry standard software.

Consult with administrators, faculty, students and staff to provide technical expertise regarding digital graphic design, method of reproduction and artistic presentations.

Operate a variety of specialized equipment such as microcomputer, scanner, digital camera, industrial grade copiers, folder, printer, 35mm camera, photostat camera, platemaker, small copiers and other related equipment.

Perform a variety of duties to contract out special jobs including calling print shops for quotes, taking or mailing camera-ready art work and computer files, and receiving and inspecting jobs to ensure quality.

Assure adequate stock of paper and other materials and supplies; obtain cost supplies from vendors and suppliers; order required materials in accordance with established purchasing procedures; prepare estimates of time and materials as required.

Maintain current knowledge of trade terminology, printing processes, specialized equipment, graphic design trends and technological equipment advances in the field.

Photograph special campus events, construction projects and historical files; take photographs for administrators, faculty, staff, students and campus organizations as requested.
Recommend the purchase, repair or replacement of departmental equipment; maintain and make minor adjustments to equipment.

Perform darkroom duties including negative film developing, printing, enlarging and cropping. Perform digital imaging editing work.

Train and provide work direction and guidance to assigned staff and student assistants; provide technical guidance and monitor work methods and progress; assign and review work and participate in the selection of new personnel as assigned.

Prepare and maintain basic records related to the status, progress and costs of job projects.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**
The knowledge of the Graphics Arts/Reprographics Coordinator needs to evolve with the advancement of the graphic arts technology. Currently, the following knowledge is required:

**KNOWLEDGE OF:**
Methods, equipment and materials used in modern reprographics operations and activities.
Forms design, digital graphic design, desktop publishing and photography.
Standard office organization, methods and procedures.
Industry standard software used in digital graphic design, such as Adobe Pagemaker, Photoshop, Illustrator, Corel Draw, Word Perfect and FotoLook.
Operation of high speed copiers.
Printing and graphic techniques and methods.
Darkroom practices and procedures.
Types of paper used in the production of various materials.
Proper use, handling, storage and disposal of hazardous materials and chemicals used in reprographic work.
Customer relations skills.
Recordkeeping methods and techniques.
Principles of training and supervision.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience, diplomacy and courtesy.
Budget preparation and administration.
Planning and organizational skills.
Technical aspects of field of specialty.
Health and safety regulations.
ABILITY TO:
Plan, organize, coordinate and oversee the functions and activities of the Reprographics Center to assure timely and efficient operations.
Assure the timely receipt, prioritizing, scheduling and completion of work requests.
Communicate with College personnel regarding work requests, production schedules, conflicts and questions.
Operate modern office equipment such as microcomputer and peripherals, calculator, copier and facsimile machine.
Design camera-ready copy using state-of-the-art desktop publishing and graphic design software.
Perform camera processing work including shooting, processing and assembling photographic negatives.
Operate reprographics equipment safely, effectively and efficiently.
Make minor adjustments to maintain equipment in good working condition.
Establish and maintain cooperative and effective working relationships with others.
Maintain inventory of supplies and other related records.
Train, provide work direction and assist in supervising and evaluating the performance of assigned personnel.
Communicate effectively both orally and in writing.
Maintain current knowledge of technological advances in the field.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
Analyze situations effectively and adopt an effective course of action.
Work independently with little direction.
Work effectively with others to meet schedules and timelines.
Exercise independent judgment.

EDUCATION AND EXPERIENCE: Any combination equivalent to: completion of two years of college with major course work in Graphic Arts and two years of increasingly responsible digital graphic design and printing experience.

LICENSE AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in a reprographics center environment. The incumbent is subject to operating equipment with moving parts. The incumbent is continually exposed to fumes and noise from equipment operation and from hazardous chemicals in photography darkroom, airborne particles from paper dust, and the risk of electrical shock from electronic equipment. Must handle and dispose of hazardous materials according to legal and acceptable guidelines. The incumbent is subject to extensive contact with other employees, constant interruptions and demanding timelines.

PHYSICAL DEMANDS: The employee in this classification is regularly required to stand or sit for long periods of time; use hands to finger, handle, or feel objects, machines, tools or controls; and reach with hands and arms. The employee frequently is required to bend, crouch or kneel to operate or maintain equipment; and speak clearly and hear to receive or provide instructions or information. The employee must regularly lift, carry and/or move objects weighing up to 50 pounds. The employee must see clearly enough to read fine print, operate equipment and distinguish colors.