

DIGITAL PRINT SHOP ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: The work involves developing and creating digital printing, graphic designs, and presentations. An employee in this class is required to exercise extensive creativity in the preparation of graphic materials and presentations. The work is performed under direct supervision of the Print Shop Manager with some leeway allowed for the exercise of independent judgement in planning work details and art methods to be used. Does related work as required.

TYPICAL WORK ACTIVITIES:

Lays out and prepares graphic materials for brochures, pamphlets, web pages, logos, newsletters, letterheads, posters, flyers, etc.;

Designs and creates graphic art work, determining materials to be used and reproduction methods;

Confers with appropriate personnel to determine specific graphic needs;

Uses computer software including desktop publishing, photo editing, and other graphics software, and photographic equipment;

Operate duplicating machines in producing a variety of forms, publications and other manuscript materials.

Has responsibility for the duplication of a variety of forms, publications, and other similar material on a variety of duplicating machines;

Sets up and adjusts machines for each job to be performed:

Performs minor repairs and routine maintenance and call sin complex repairs as needed;

Assists with quality control and inventory management in the print shop;

Assists customers with input of print shop orders and provides support and service to customers regarding orders;

Fills in for the mailroom courier as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the techniques, terminology and uses of equipment used in the preparation and reproduction of graphics and art work and digital publishing;

Good knowledge of computers and computer software used in desktop publishing and web/digital design;

Good knowledge of design, communication and illustration techniques;

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Ability to prepare complex graphic designs and presentations to meet department needs;
Ability to plan, design and prepare attractive graphic and illustrative materials;
Ability to establish and maintain effective working relationships with others;
Ability to follow oral and written directions.

MINIMUM QUALIFICATIONS:

- A) Possession of an Associate's Degree in web design, commercial art production, art design, or closely related field and one year of experience involving the development and preparation of graphic materials, displays and presentations;
OR
- B) Graduation from high school or possession of an equivalency diploma and three years of experience involving the development and preparation of graphic materials, displays and presentations; OR
- C) An equivalent combination of training and experience as indicated in A) and B) above.

SPECIAL REQUIREMENT: When employed with Broome County possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.