



PUBLIC COMMUNICATION PRINTING AND DESIGN SPECIALIST

BASIC FUNCTION

Under the direction of an assigned supervisor, perform campus printing operations; handle and distribute district mail as required; assist with printing design projects; and assist with preparing and distributing marketing materials.

DISTINGUISHING CHARACTERISTICS

The incumbent in this position is responsible for creating visually compelling materials to support organizational communication initiatives. This work involves collaborating with cross-functional teams to understand communication objectives and translating them into engaging design solutions across various platforms.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Coordinate and perform campus printing and duplication operations; prioritize and complete printing requests by required deadlines; provide finished print with appropriate finish as requested.
2. Use desktop publishing and required software for printing to develop digital designs as requested.
3. Provide technical expertise and consultation regarding campus printing needs.
4. Operate a variety of specialized equipment such as computers, scanners, industrial grade copiers, printers, and other related equipment.
5. Conduct troubleshooting and minor adjustments and repairs of reproduction equipment as needed. Assist with the replacement of equipment.

6. Track campus printing costs and needs, assure adequate material supplies are ordered and available for use. Assist supervisor in monitoring and maintaining printing budget; complete necessary business forms and adhere to established business policies and procedures.
7. Assist supervisor and staff in the development, production and distribution of marketing material, including flyers, brochures, newsletters, programs, posters, website content, other college content management systems and tickets as required.
8. Maintain and monitor College's social media sites including posting information for the community as well as directing inquiries to the appropriate departments.
9. Participate in meetings as assigned.
10. Provide training and supervision to student employees.
11. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Methods, equipment, and materials used in modern printing operations and activities.
- Software programs for printing and basic design.
- Operation of copiers and associated equipment.
- Recordkeeping methods and techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, diplomacy, and courtesy.
- Planning and organizational skills.

Skills and Abilities To:

- Plan, prioritize, and coordinate printing operations.
- Meet deadlines.
- Operate modern office equipment and software.
- Operate printing equipment safely, effectively, and efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Troubleshoot and make minor adjustments or repairs to printing equipment.
- Exercise good judgment.

Education and Experience:

Any combination equivalent to graduation from high school and two years of experience working in printing, publishing, web content, marketing, and/or social media.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level. Demanding timelines.

Physical Demands:

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.