



ELECTRONIC PUBLISHING TECHNICIAN

BASIC FUNCTION

Under general supervision, prepare routine-to-complex unformatted work for printing; edit and modify print work based on District standards and customer requirements; operate a variety of printing and bindery equipment; scan and edit artwork, photos and merge images with other electronic files to produce print-ready publications, materials and files.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Operate a variety of digital printing machinery, equipment and technologies, such as black and white and color printers, photocopiers, computers, scanners and similar devices. "E"
- Layout and proof District letterhead, business cards, envelopes and memo pads using a variety of print production software, such as Quark Express on Mac Platform, Adobe InDesign on PC and similar software applications, as assigned. "E"
- Scan and manipulate images to prepare and create print-ready files; utilize problem solving skills that integrate MS office products with print production tools to coordinate and execute custom and/or complex print jobs. "E"
- Scan and manipulate large format print for color output requiring advanced skills in Adobe Photoshop software, as classification-appropriate. "E"
- Perform general to advanced troubleshooting of set-up, design and production issues, such as adding "bleeds", pagination, resolving font issues, dealing with vector vs. raster art, CMYK vs. RGB color, managing flattening and transparency, and similar activities, using a variety of software, such as, Adobe Illustrator, Photoshop, InDesign and Acrobat Suite and other print/media software, as classification-appropriate. "E"
- Operate bindery equipment, including punching, folding, stapling, cutting, padding and inserting apparatus, tools and materials to produce high quality, finished, documents, publications and related products. "E"
- Perform general and routine cleaning, maintenance, troubleshooting and minor repairs on reprographics' equipment and machinery; advise management of equipment failures requiring vendor service and repair; prepare service call repair requests and documentation, as appropriate. "E"
- Provide an outstanding customer service experience by using consultative skills to identify and anticipate customer needs, suggest alternatives and options which align with budgetary constraints, materials availability and time constraints, as necessary; reach solutions which facilitate client satisfaction. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to educational business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"
- Maintain a variety of job-order progress/completion records; archive Publication Services files to preserve server efficiency and to maintain a useable library of past work for historical purposes and future needs. "E"

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Electronic Publishing Technician will edit and modify print work based on customer requirements, operate all printing and bindery equipment; scan and edit artwork, photos and merge images with other electronic files to produce print-ready materials and files. Employees in this position perform the full-scope of document publications and production services, requiring extensive knowledge and use of all District approved publications software. Employees are expected to develop and provide independent judgment and hold responsibility for the full spectrum of layout and design of publications, while complying with District standards for production and distribution of approved materials and communications. May serve in a mentor role providing training, guidance, and technical expertise in the department.

EMPLOYMENT STANDARDS

Knowledge of:

- Existing and emerging digital reprographics and publications machines, equipment, technologies and software, such as Microsoft Office Suite, QuarkXpress, Adobe Photoshop, Adobe InDesign, and similar publication
- software and technologies.
- Set up and operations of printing, binding and related production machines, tools and equipment.
- Basic recordkeeping, ordering and inventory procedures, print-production scheduling and reporting techniques.

Ability to:

- Demonstrate consultative behaviors to understand each customer's individualized needs.
- Follows instructions assist other team members in performing publication center functions and activities.
- Ensure customer issues and concerns are resolved to meet customer needs, while complying with District publications standards.
- Clean, repair, and stock printing and publications materials, equipment and supplies.
- Take proactive approach and preemptive action to prevent job errors and materials waste.
- Set up and operate a variety of printing, binding, and other related equipment.
- Perform multiple tasks simultaneously.
- Maintain a safe, clean and orderly work environment.
- Establish and maintain cooperative and effective working relationships.
- Communicate effectively both orally and in writing. Utilize relevant technologies and software.

Education, Training and Experience:

The Electronic Publishing Technician requires two (2) years of experience as an Electronic Publishing Technician with the Portland Public Schools or the equivalent to High School graduation and three (3) years of experience maintaining, troubleshooting and utilizing a variety of digital document publication and reprographics equipment, materials and software, along with advanced proficiency with MS Office Suite Software, QuarkXpress, Adobe Photoshop, Adobe InDesign, and/or similar publication software and technologies. One (1) year of the required experience must have included direct consultative and exemplary customer service interactions to serve the needs of the organizational stakeholders.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a print shop environment.

Hazards: Chemicals, inks, toners and noise levels typical to a print shop environment.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a print/publications workshop; dexterity of hands and fingers to operate a computer keyboard, commercial photocopier, bindery and other print shop production and business equipment; sitting and standing for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying medium to large sized boxes of paper, print shop equipment, supplies and materials weighing up to 50 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to proofread small font copy, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
Bargaining Unit: PFSP
Salary Grade: Per Contract

Approval Date: 10/18/17

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.