

**MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
Graphics Technician**

Works under general direction to process publications and other printed and pictorial materials from rough copy through finished product, occasionally devising new methods in order to obtain desired results.

DUTIES AND RESPONSIBILITIES

1. Prepares format and illustrations for various curriculum publications and productions by pasting up, stripping negatives, setting type, opaquing and plate making as required by the various graphics projects.
2. Prepares art work, follows various graphics processes, and operates equipment to create instructional aids such as signs, transparencies, charts and graphs.
3. Uses previously acquired training and experience to determine color and composition, basic design, media and production techniques, form and figure drawing layout, and type selection to produce attractive and effective graphics.
4. Records and logs time, material and labor expended on projects for correct billing to requesting sources, maintains inventory of supplies, ordering and reordering as required.
5. Cleans equipment, performs minor maintenance and adjustments on equipment, maintaining expendable supplies, keeps working area in a neat, clean and safe condition.
6. Perform other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

Education: Requires high school education or recognized equivalent plus specialized trade training to be able to process requests for graphics publications and printed materials and in using the associated equipment.

Experience: Requires experience gained through job training or on work related to job training; the total normally is in excess of one year but seldom in excess of three years.

Special Note: Equipment includes headliner, varityper, dry mount press, plate maker, and various miscellaneous graphics tools such as T square, triangles and sign maker.