



NEW: 07/17/2019 Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN VIDEO
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8327
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for taping and editing videotape for the school district's television and media productions and for the operation and maintenance of video production equipment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides technical direction for television productions in studio and field environments

Edits special media projects

Acts as technical liaison on audiovisual projects with school personnel

Operates and performs operator maintenance on video and editing equipment

Operates and organizes the use of studio production equipment

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Two (2) years of experience in field and studio television production

Experience in broadcast audio, and television direction and design

Experience with master control operations

Valid driver's license

Effective communication skills



NEW: Submitted:
12/15/2021 12/14/2021

JOB TITLE:	TECHNICIAN LARGE-FORMAT PRINTING
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for operation and maintenance of large-format area computer and print equipment. Maintains current knowledge of software and hardware products as well as software and firmware upgrades on machinery to ensure consistent quality of produced pieces and continuing operation of equipment. Stocks, and tracks supply inventory and monitors supply and operating cost for proper billing of finished jobs.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Organizes large-format print jobs to ensure efficient workflow; determines the most cost-effective equipment to use for each job to meet the needs of district schools and departments

Operates large-format equipment including printers and laminators

Utilizes graphic design, preflight, and rip software to prepare files for printing

Ensures that jobs are finished accurately and on time

Consults with District personnel regarding design/printing needs and develops appropriate production plans based on budgets and time restraints

Writes specifications and collects bids for materials, supplies, and maintenance agreements for machinery annually and as necessary throughout the fiscal year

Works directly with vendors; tracks, receives, and stocks supply shipments; maintains records for service contracts and service calls

Researches software, equipment, products, and supplies to ensure continued cost-effective production of large-format jobs

Arranges for and facilitates installation and training on large-format equipment

Troubleshoots mechanical and print-quality issues; determines the level of maintenance and repair required; performs scheduled and as-needed maintenance on machinery and coordinates with vendors for service calls

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as assigned by supervisor

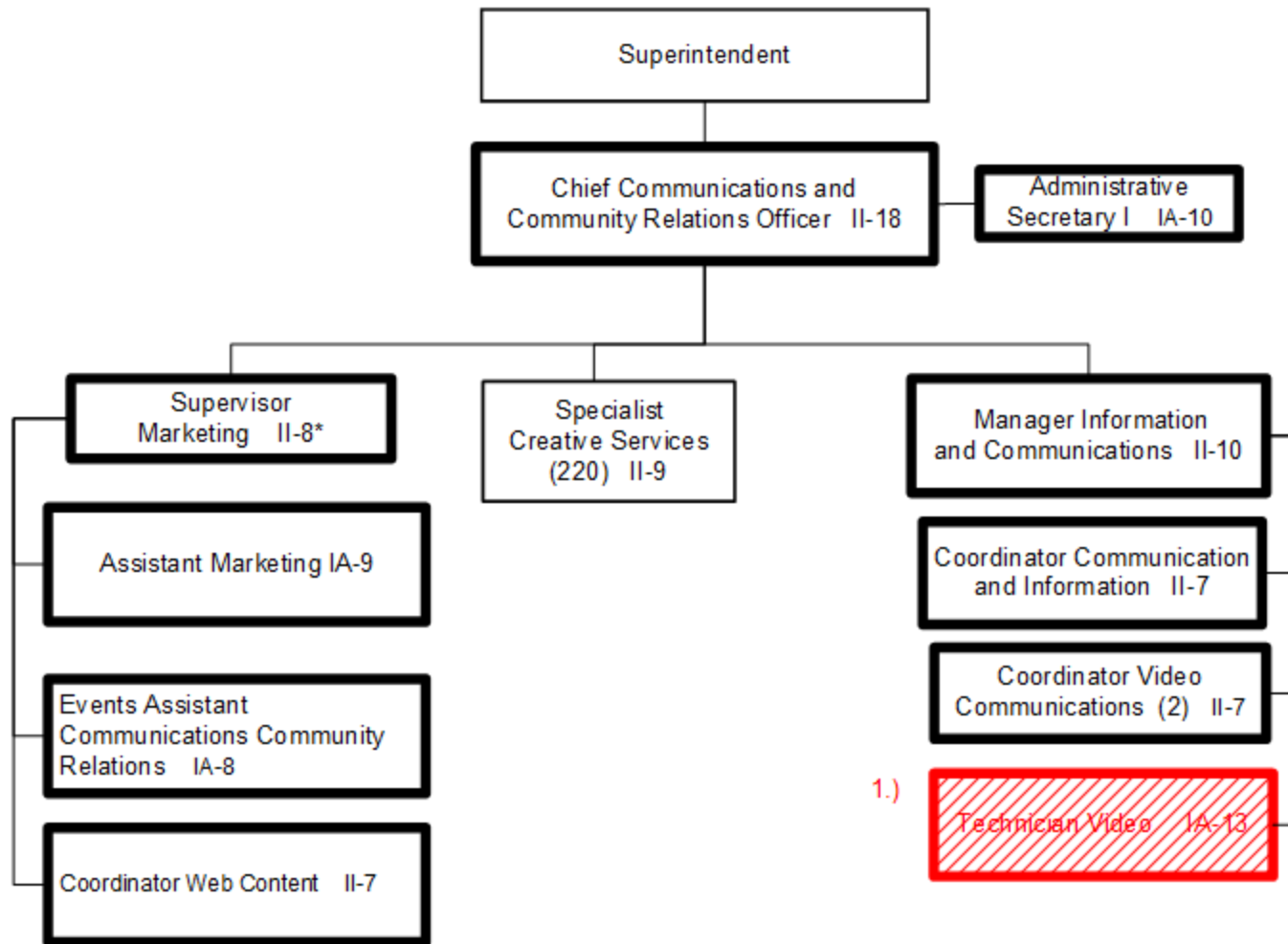
PHYSICAL DEMANDS

The work is performed while sitting, standing, or walking. Work requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull moderate weights. The work requires the use of hands for simple grasping, fine manipulations, pushing and pulling of arm controls. The work requires being around moving machinery, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Associate degree or certificate/diploma in graphic design or commercial art or high school diploma/GED with two (2) years of experience in graphic design

Demonstrates word processing proficiency
Effective communication skills
Working knowledge of design principles
Experience in a diverse workplace
DESIRABLE QUALIFICATIONS
Experience in diverse workplace



1.) Delete Technician Video position.

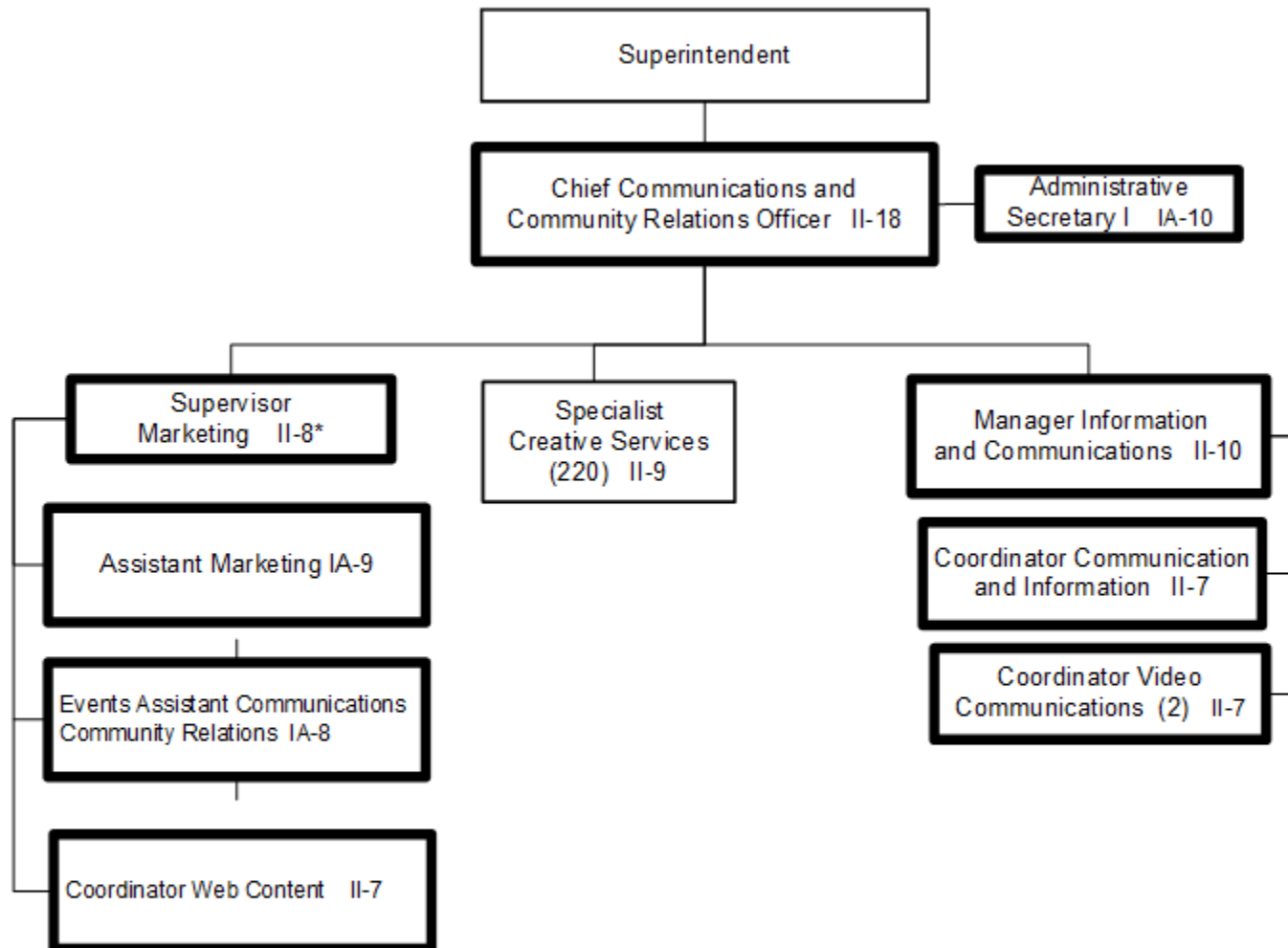
Summary:

General Fund Positions: ~~14~~ 10

Categorical Fund Positions: 0

Submitted ~~5/4/2021~~ 12/14/2021

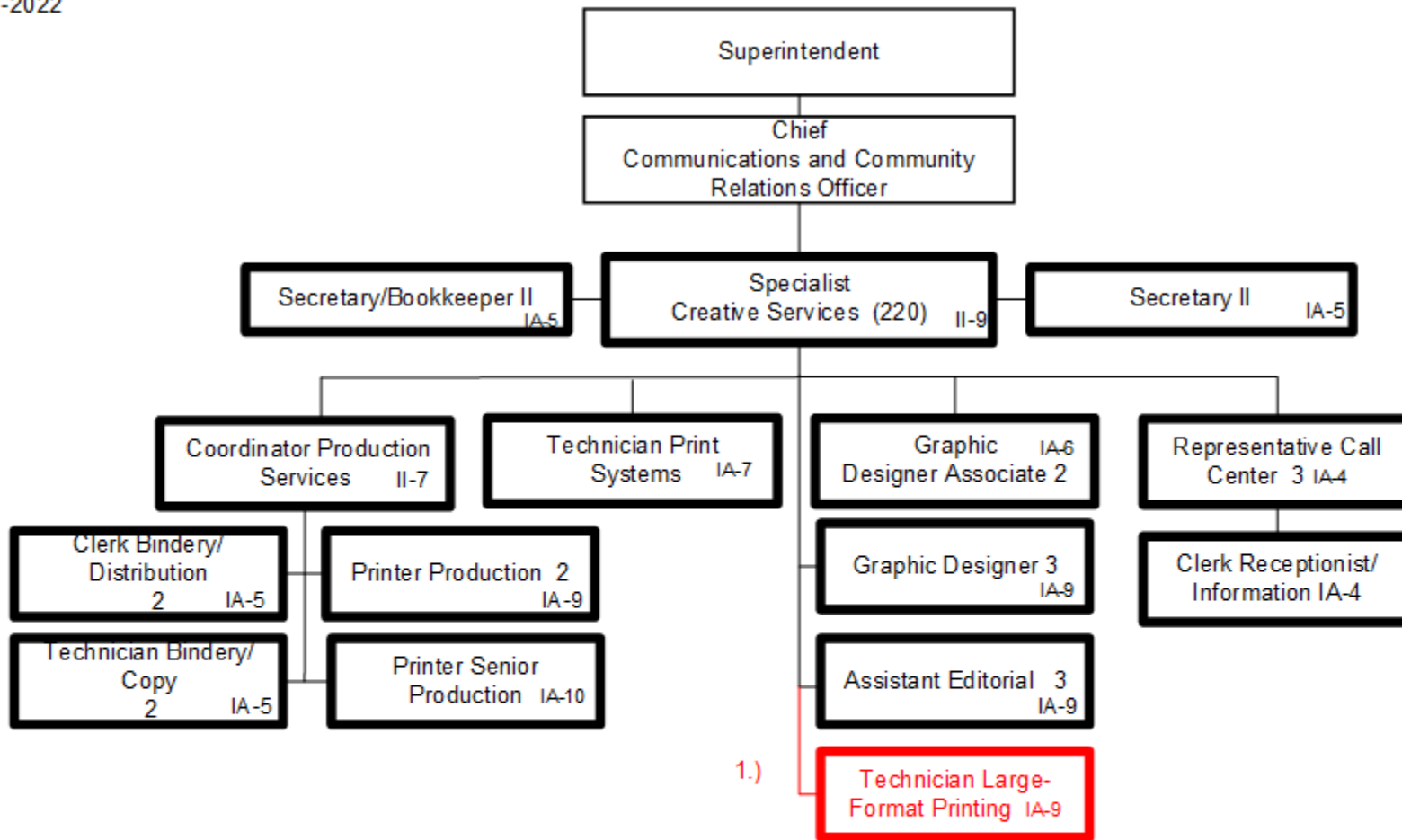
Effective ~~5/5/2021~~ 12/15/2021



Summary:

General Fund Positions: 10
 Categorical Fund Positions: 0

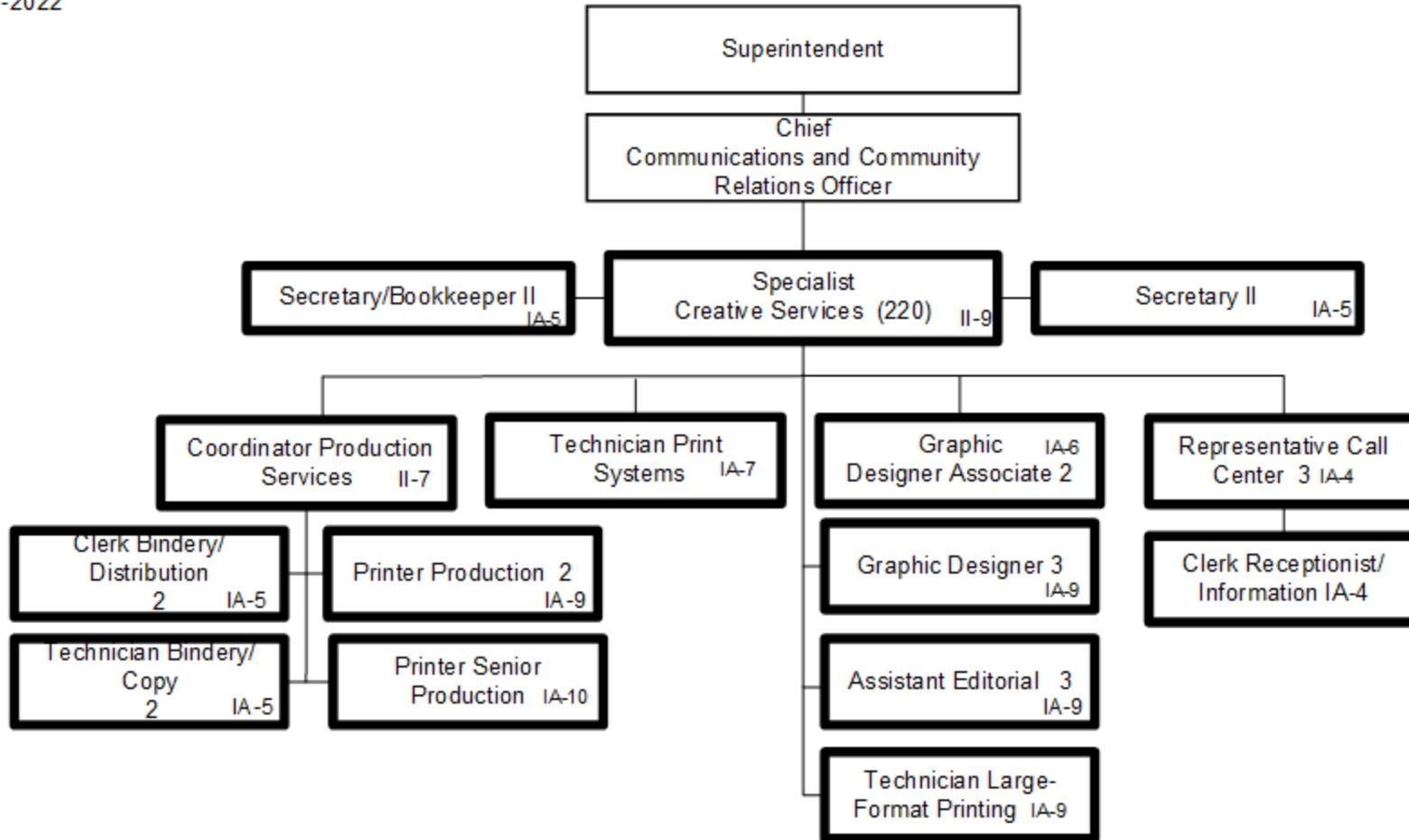
Submitted 12/14/2021
 Effective 12/15/2021



1.) Add new position of Technician Large-Format Printing

Summary:

General Fund Positions: ~~24~~ 25
Categorical Fund Positions: 0



Summary:

General Fund Positions: 25
Categorical Fund Positions: 0