

Job Title: Pre-Press Specialist - Grade 10

Reports to: Facilities Department Supervisor

Narrative:

Responsible for a wide range of desk top-publishing, organizational and secretarial assignments in the Facility Services Department.

- Performs a wide range of clerical, administrative and desk-top publishing functions which are auxiliary to the work of the supervisor some of which require advanced technical knowledge in the desk-top publishing specialized area.
- Performs secretarial duties that require a thorough knowledge of the organization, its procedures and practices.
- Pace of work is erratic, with periods in which work is rapidly paced.
- Duties are generally diverse, with many duties requiring analysis and reasoning.
- Work involves the application of standard practices. Frequent substantive decision making is required. Few guidelines exist for performance of duties and tasks. Exercises independent judgment on complicated or special matters.
- Composes correspondence frequently without instruction or review. May be asked to read reports and summarize information to facilitate review by supervisor. Handles routine administrative details independently and participates in the management of the office or department.
- May be required to oversee other clerical workers and train new clerical employees.
- Plans and schedules own work and may be asked to schedule work of other clerical workers.

Duties and Responsibilities:

- Performs all secretarial functions as required by Supervisor. Duties include typing, word processing and data entry from a variety of sources such as : handwritten rough drafts, form letters, forms, reports, printed materials, columns of numbers etc. May handle or compose correspondence or take action without direction from supervisor.
- Receives design requests from headquarters personnel and outside graphic vendors; recommends printing specifications that fit requirements of print shop.

- Acts as point of contact for all print requests including forms, business cards, stationary, brochures, newsletters; creates the design and layout of materials to be printed.
- Converts electronic documents into final printing format; performs color separating to create negatives that require two or more colors.
- Develops crop and registration marks for proper alignment on presses before image-setter operation. Responsible for proofing multi-color positioning.
- Processes film to make offset press plates.
- Orders, verifies and arranges delivery of office supplies ordered by headquarters departments.
- Answers telephone, takes messages or refers calls to appropriate department. Has regular contact with local members, local officers and / or external public including individuals in high level of responsibility.
- Arranges and maintains accurate records and files. Must be able to retrieve information from records and files upon request. May be required to interpret data.
- Keeps calendar, schedules appointments and conferences, makes travel arrangements.
- Performs liaison duties between supervisor and other employees and offices.
- Operates routine office equipment including computer, label maker, copier, FAX.
- Performs other miscellaneous general office duties as required, some of which may require independent judgment.

Qualifications:

- Typing – minimum speed - 60 words per minute
- Advanced working knowledge of PC and/or MAC based applications including Microsoft Windows, WordPerfect or Microsoft Word, Desktop publishing applications (ie. Pagemaker, Quark, Illustrator, Photoshop)

- Ability to learn new software and computer equipment as required by supervisor or as technology changes.
- Ability to understand and follow advanced technical instructions.
- Must be a self-motivated and energetic individual who possesses good interpersonal skills.
- Must have the ability to handle multiple tasks simultaneously.
- Two years or related experience or training or equivalent combination of education and experience.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, use hands to handle or feel objects, writing instruments or keyboard controls, reach with hands and arms, and talk or hear. The employee is occasionally required to stand, walk, and stoop, kneel or crouch. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include both close and distance vision.

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Human Resources Director

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Chief Steward, OPEIU Local 2

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Date

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Date