

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Media Production Specialist	
<i>Supervisor:</i> Executive Director of Communications, Development, & Engagement	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 9

Job Summary

The media production specialist is responsible for all operations of the school district’s print shop and assists with online media production needs. Prepares, coordinates, and completes all print shop activities to include inventory management, purchasing, prioritizing, and machine operations and maintenance. The position is responsible for operating Mac and PC-based computers, production printing equipment and industry specific software, offline and near line equipment, and completing bindery work according to project specifications. Assists in development and maintenance of a pricing structure to provide accurate job cost estimates as well as final end-user billing, and helps create and maintain efficiency throughout the entire production process to meet user needs and deadlines.

Essential Job Functions

Supports the district’s internal and external communications functions using print and online media, produces the district’s large-scale print publications, and assists with the creation of graphic materials for print and web.

Provides sustained user support for the print shop work order system to include providing document templates, price quotes, and training. Effectively communicates both verbally and in writing district wide to discuss staff needs, desired outcome, and overall project management.

Completes print shop work orders and assists staff with document layout, design, and electronic transmission procedures and related information to accomplish desired results.

Implements and manages production workflow and selects the most efficient production method for each project; determines job estimates, calculates final costs, and provides print shop reports for billing to the accounting department.

Uses computers, scanners, Adobe Suite, Proprietary and other appropriate Apple or PC software to design and execute layout to meet output requirements for production on printing equipment.

Provides technical assistance and serves as technology problem solver for print shop to support district administrators.

Maintains website to disseminate information and materials for use by district wide employees related to the print shop.

Maintains and distributes district wide digital templates and other communication resources as designated by the executive director.

Sets up and operates printing equipment to print projects and completes bindery work (including paper cutting, collating, folding, booklet-making, trimming, perforating, numbering etc.).

Manages operational status of production printing equipment and related software applications used in the print shop. Works with contracted copier vendor to troubleshoot production equipment and assists in steps to repair or replace malfunctioning equipment in order to minimize production downtime.

Responsible for the print shop organization and storage of inventory. Orders and maintains adequate inventories of supplies for print shop services and CD&E department operations.

Develops and maintains organizational structure of print shop file server to enable prompt retrieval of archived print shop orders to meet school and departmental needs. Maintains an organized system of work orders, print files, templates, price lists, and inventory logs.

Verifies the preparedness of received documents, including fonts, color, size, proper margins, pagination, etc. Screens jobs for compliance with standard USPS mail requirements when applicable. Expedites packaging and shipping of completed jobs for delivery to end-users.

Provides technical assistance and serves as a technical and/or production resource for district and school staff in the area of print media to resolve issues and complete work in a timely manner.

Practices safe operations and handling of equipment and hazards. Maintains a safe working environment and performs ongoing safety precautions.

Investigates, documents, and responds to routine complaints regarding the print shop and clarifies policies and procedures.

Oversees, trains, and assists others in print shop operations as needed.

Non-Essential Job Functions

May perform department-related accounting functions such as ordering supplies and equipment; reconciles accounts; and maintains receipt and disbursement records of specific funds.

Performs other job-related duties as assigned.

Equipment Used

Canon high-yield production copiers, Macintosh Operating System, Adobe Creative Suite, Flatbed scanner, Riso RP-3700, Rhino-tuff HD 6500 Binder & OD 4300 Punch, Challenge 30.5 paper cutter, Challenge paper drill, Challenge paper jogger, Standard Horizon PF-P330 folder, Interlake model "A" stitcher, Rollem Champion 990.

Independent Decisions

Makes all decisions regarding production techniques and procedures. Sets print shop guidelines. Daily minor and occasional major problems must be resolved through independent initiative with little immediate supervision.

Primary Working Contacts

Frequent contact with administrative departments, schools, academic staff, vendors and general public. Occasional contact with students.

Responsibility for Cash, Equipment, Safety

Ensures visitors, students and others are aware of safety precautions to be observed when in the proximity of print shop equipment.

Supervision Received and Exercised

Receives oral and written direction from the executive director of communications, development, and engagement. Oversees production management and coordinates with other departmental staff.

Unusual Working Conditions

Environment consists of general office, print shop space with continuous equipment noise somewhat higher than normal which may require the use of earplugs. Strict safety practices required due to use of power cutting equipment, presses and hazardous chemicals. Requires periodic periods of lifting, pushing, or pulling 35-50 lbs.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 35-50 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Three (3) years of administrative and/or office management experience to include two (2) years of experience with publication or graphic design, printing equipment, print shop processes, and layout and design of brochures, flyers, and other print materials.
3. Demonstrated high degree of organizational and proof reading skills in English.
4. Demonstrated skill in maintaining effective working relationships and providing exceptional customer service.
5. Knowledge of the Macintosh Operating System, PC based computer systems, and Adobe Creative Suite.
6. Demonstrated skill in design and layout software including Adobe Suite.

7. Ability to work effectively under pressure, adhere to strict deadlines, and to flexibly reprioritize work as needed.
8. Ability to communicate effectively and exercise a high degree of attention to detail.
9. Ability to work independently with limited supervision.
10. Ability to determine paper weights, types, finishes and sizes.
11. Ability to maintain confidentiality of records and oral information. Ability to operate, clean, and maintain the copy machines and bindery equipment including various paper cutters, punches, drills and other necessary equipment.

The following is preferred:

1. Experience with MUNIS software system.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.