

CLASS TITLE: PHOTOTYPESETTER-GRAPHIC DESIGN SPECIALIST

DEFINITION: Under general supervision, performs work of moderate difficulty in operating a phototypesetter in the production of typeset copy using computer hardware and software to create a printed product, and performs related work as required.

EXAMPLE OF DUTIES:

- Understands and utilizes various computer graphic design programs to create and prepare Operates a phototypesetter system to prepare photo-ready copy of various materials
- Works in a variety of operating platforms
- Selects design, format, type font size and style for typesetting design work from draft copy or verbal description, including statistical reports curriculum guides, brochures, newsletters, etc. and makes recommendations to “clients” on same
- May do original design or typeset create from author’s design
- Transcribes from machine transcription equipment
- Keeps current on changes and upgrades to graphic design programs

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to one year experience in the operation of phototypesetting graphic design software equipment, including six months training in typesetting graphic design techniques.

Knowledge of:

- The equipment, materials, software and processes involved in the operation of phototypesetting graphic design
- The design, layout and paste up processes
- Correct English usage, spelling and grammar

Skills in:

- The operation of phototypesetting equipment use of hardware and software related to graphic design
- Hearing ideas from others and being able to interpret those ideas into a professional work product
- The application of typesetting and layout techniques
- Following oral and written instructions
- Typing with accuracy and speed
- Operating a computer and related software
- Writing and speaking clearly and effectively

CLASS TITLE: PHOTOTYPESETTER-GRAPHIC DESIGN SPECIALIST (cont)

Ability to:

- Establish and maintain effective working relationships with others
- Create professional materials using one's own ideas or the ideas of others

Licenses and Certificates:

- A valid California driver's license

Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

Approved by Board of Education: