

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Publication Production Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Communications	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OTBS
REVISED:	February 19, 2003		

BASIC FUNCTION:

Provide word processing and desktop publishing services to create camera-ready copy from rough drafts for a variety of publications and other materials initiated by school and central administrative staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Operate a microcomputer, utilizing word processing and desktop publishing software, to produce materials including teachers' guides, student support packages, handbooks, manuals, and bulletins. **E**

Design layout and determine format including type size and style, line spacing, and line length according to editors' specifications. **E**

Operate a variety of specialized production equipment such as scanners, laser printers, wax coater, and light boards to import graphics and set up formats for assigned projects. **E**

Submit completed copy for review and make corrections or changes as necessary. **E**

Maintain records of all material produced. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to completion of high school and one year of recent, full- or equivalent part-time paid graphic design, layout, or publication production experience.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 50 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard editing symbols.

Standard office clerical procedures and equipment.

Technical aspects of field of specialty.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Transcribe information from typed and handwritten drafts.

Operate a microcomputer and peripheral equipment used in graphic layout and production.

Determine and develop various publication formats.

Operate standard office equipment including microcomputers and related software applications.

Type/keyboard at a net, corrected speed of 50 words per minute with a high degree of accuracy for sustained periods.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Work independently with little direction.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, Office Setting

PHYSICAL REQUIREMENTS:

Physical and mental stamina sufficient to produce materials under pressures of volume and deadlines; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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