

Anoka Hennepin Independent School District #11
Position Standard

Technology Specialist (C) – Graphic Design Technician / Office Assistant

Design and produce school district materials, including simultaneous projects for district schools and departments. Assist Printshop Supervisor with order intake, accounting functions, and customer service.

Essential Functions for Graphic Design:

- Develop graphics and layout for print and web.
- Determine size and arrangement of illustrative material, copy, font style and size.
- Create proofs and review final layouts for customer approval.
- Prepare final layout for print on web.
- Maintain image resource files.
- Maintain frequent communication with customers, print shop staff, and other departments.

Essential Functions for Office Assistant:

- Assist with the intake of incoming work.
- Assist with file maintenance.
- Assist with bookkeeping functions, including POs, invoices, deposits.
- Provide high quality customer services and support.

Minimum Qualifications:

- High School Diploma or equivalent.
- Minimum one year of graphic design experience.
- Knowledge of QuickBooks, and Microsoft Office software on both Mac and PC platforms.
- Knowledge of graphic design, production, and printing operations
- Knowledge of machinery and equipment used in print shop and supplication operations.
- Ability to work independently with minimal supervision.
- Ability to work cooperatively with staff and customers.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift a minimum of 50 pounds.
- Ability to maintain regular attendance, including completing an assigned duty day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

Preferred Qualifications:

- Degree in graphic design preferred.
- Proficient in Quark Xpress and Adobe Creative Suite preferred.

Physical Factors include:

- Constant: stand for long periods of time throughout the day; work in a very noisy warehouse environment; daily exposure to paper dust, chemicals, cutting equipment and other heavy machinery; most work is performed on computer-controlled equipment, requiring the use of a keyboard; sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation, and field of vision;
- Frequent: walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.