

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Coordinator, Innovation and Creative Services	REPORTS: Assistant Superintendent, Business Services
DEPARTMENT: Business	CLASSIFICATION: Management
FLSA: Exempt	WORK YEAR: 261
ISSUED: November 6, 2014	SALARY: Range 26 B

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, plans, organizes, and manages the implementation of the printing, graphics, design, mail, and media services delivery systems; provides leadership in the innovative design activities; aligns creative strategy guidelines and standards across multiple mediums and projects; collaborates with departments, sites and other agencies to create graphic blueprint of initiatives; and maintains the executional quality and productivity of the innovation and creative services department.

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 principle job elements.

E= ESSENTIAL FUNCTIONS

Organizes, plans, and oversees all responsibilities of the District's innovation and creative services department, encompassing printing, graphics, design, mail, and media services. **(E)**

Performs skilled and complex work in setting up, operating, adjusting and maintaining reprographic and other related machines in the reproduction of various materials.

Operates other equipment such as computers, peripherals, and high speed production printer and publishing equipment. **(E)**

Makes minor adjustments to these machines and maintains them in good working condition.

Maintains reprographic masters and other files.

Does miscellaneous related work such as assembling and stapling reproduced materials.

Orders and maintains necessary supplies.

Develops District policies and administrative regulations pertaining to assigned functions.

Oversees and assists with tasks related to quality service, circulation, acquisition, and processing of the District's media and library materials. **(E)**

Manages the operation of the professional development center, located at the district media center, and arranges and promotes activities and events therein. **(E)**

Administers the ordering, distribution, inventory and stocking of District textbooks.

Maintains a professional library of books, journals and current resource materials.

Provides leadership and execution of the artistic direction and graphic design of the district. **(E)**

Develops and manages design and production of District's standards and initiatives. **(E)**

Interprets and translates district vision and initiatives into visual plans. **(E)**

Develops creative programs and design concepts that meet the departments and/or school's objectives and that advances its strategic plan and goals. **(E)**

Establishes overall work flow, protocols and standards for the department, including production schedules and status reporting. **(E)**

Appraises operations, maintenance, repair, and replacement or upgrades of equipment, to ensure that the department increases its capabilities with the needs of the district. **(E)**

Develops processes and procedures for revenue generation through publishing of materials for outside agencies.

Supervises and evaluates performance of assigned staff; interviews and recommend the hiring of employees; plans, coordinates, and arranges for appropriate training. **(E)**

Manages budget, scope, and resources across multiple projects and programs. **(E)**

Performs other related duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Completion of Bachelor of Arts in fine arts, graphic design; or closely related field. Additional course work preferred in print production methods, and accounting.

Minimum of five (5) years of varied experience of printing/mail operations and/or media services including the use of offset printing equipment, high speed copiers, networked digital printer publishers, sophisticated composition equipment and design software, the use of various storage media, networked proofing method, collating equipment, book binding equipment, variable data processing software and related apparatus.

At least three years of which have been at a supervisory level in a public agency, and at least two years of experience in educational agency support management required.

Employment eligibility that may include fingerprints, health (TB) and/or other employment clearance.

Must have a valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- The operation and use of offset duplicating machines, high speed copiers, and related apparatus.
- Make operational and minor repair adjustments to duplicating and related machines used and to maintain them in good working condition.
- Oral and written communication skills, including English usage, grammar, spelling, vocabulary, composition, and mathematics.
- Proper methods, materials and equipment used in printing, graphic arts, mail and media services operations.
- Qualities and capabilities of the various software and hardware utilized in both printing and mailing operations.
- Fundamentals of process color.
- Legal compliance with copyright and royalty laws.
- U.S. postal rules and regulations.
- Composition, layout, design, imaging, digital and electronic composition hardware and software and other graphic and production techniques used to prepare materials for printing, mailing, and digitizing.
- General principles of plant administration including: charge-back accounting, scheduling methods, estimating costs, and departmental operational methods.
- Appropriate safety precautions and procedures.
- Principles and practices of management.
- computer design, illustration, typography and composition software.

- Fundamentals of design, illustration, typography and composition.
- Budget preparation and control.
- Applicable federal, state, and local laws, codes, regulations, and district policies, regulations, and procedures.
- Design process, project management's principles, and managing relationships.

ABILITY TO:

- Think and lead in a creative capacity.
- Understand workflow dynamics and to manage a creative process from start to finish.
- Plan, organize, and administer a comprehensive and effective media program.
- Plan, organize, direct and control activities in the areas of responsibility and evaluate their effectiveness.
- Work with other departments, sites, and agencies aligning/sharing resources and supporting creative initiatives.
- Communicate effectively orally and in writing.
- Participate in policy formulation and implementation.
- Prepare and present oral and written reports.
- Interpret technical and professional literature.
- Select, train, direct and evaluate personnel.
- Communicate effectively with staff, superiors, board of education and community.
- Work with limited supervision.

WORKING CONDITIONS:

ENVIRONMENT:

- District office environment, media center, and school sites.
- Industrial environment.
- Demanding timelines.
- Subject to frequent interruptions.
- Subject to driving to various district locations to conduct work.

PHYSICAL DEMANDS:

- Bending at the waist and reaching to retrieve and maintain files and records.
- Carrying, pushing, pulling or lifting supplies.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, other office equipment, and other equipment necessary to complete the required duties.
- Visual ability to read and to prepare/process documents, and to monitor various services and personnel.
- Hearing and speaking to exchange information in person and on the telephone.
- Occasional heavy lifting of objects up to 30 pounds.
- Kneeling, crouching or stooping.

- Reaching overhead, above the shoulders and horizontally.
- Sitting and/or standing for extended periods of time.
- Mobility.

HAZARDS:

- Extended viewing of computer monitor.
- May be exposed to contact with uncooperative or abusive individuals.
- Working around and with office equipment and mechanical equipment having moving parts.
- Working around and with photo processing, plate making and offset chemicals.
- Working around and with industrial production equipment with exposed moving parts.
- Handling of sharp tools and objects.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Coordinator of Innovation and Creative Services and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: 12/13/94
Revised: November 6, 2014