



Code: 6423

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

CLASS TITLE: PREPRESS TECHNICIAN

CHARACTERISTICS OF THE CLASS

Under general supervision, performs digital prepress functions, working in both MAC and PC platforms to set up text and graphic materials for printing production, applying graphic art and layout skills to prepare files and produce high quality printing results, and performs related duties as required

ESSENTIAL DUTIES

- Enhances, adjusts and converts documents into appropriate PDF formats in preparation for printing on offset presses or digital printing photocopiers
- Uses specialized software including Pitstop and Acrobat to review, correct and adjust files (e.g. electronically submitted documents) for appropriate color format, fonts and graphics; manipulates files to adjust and enhance photos
- Manipulates files to adjust and enhance photos, color conversion and export, and sets up files in the department's current design and layout software (e.g. prinect MetaDimensions)
- Applies graphic art and layout skills to determine visually appealing and most appropriate page layout for documents
- Determines page layout, accounting for folds, trims bleeds and gripper; adds crop marks and color bars as needed; proofs color and final layout to ensure documents are ready for photocopiers, printers or conventional printing press
- Controls the work flow process, identifying the routing of production ready PDF files to either offset press or digital printing based on departmental criteria and quality standards
- Troubleshoots prepress problems, working with customers and in-house staff to address issues with digital files and making color, text and digital image corrections as needed
- Uses Illustrator software to typeset business cards for city personnel

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience performing prepress functions using specialized software including prinect MetaDimensions, Pitstop, Acrobat or Adobe Creative Suite (InDesign, Illustrator and Photoshop), or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Print shop environment
- Exposure to fumes and dust

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)
- Various printing presses (e.g., small offset, multi-color, large) and peripheral equipment
- High volume, high speed photocopiers

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- printing industry including publication design and layout
- applicable computer software packages
- HP printers, conventional presses and high volume, high speed photocopier equipment
- graphic art design concepts

Knowledge of applicable City and department ordinances, policies, procedures, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

Other Work Requirements

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
-

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: July, 2012