

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CAPITAL DEVELOPMENT BOARD MEDIA TECHNICIAN

POSITION CODE: 06525

Effective: 07-01-2005

DISTINGUISHING FEATURES OF WORK:

Under general direction, provides effective maintenance of resources, equipment and workflow of the Capital Development Board (CBD) centralized duplication services and mail room; produces camera ready copy for revises or develops various forms, graphs and newsletters; creates and formats reports, charts, posters and other related graphic arts media.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Utilizes computer software and hardware and other graphic arts tools and equipment to perform technical graphic functions related to the development and revision of agency documents; produces camera ready material for printing purposes; develops master documents; determines page layout and graphics; performs paste-up work; maintains master file of original documents and forms; digitizes photos and printed forms utilizing computer scanning equipment.
2. Provides technical assistance, planning and advice to define special needs for each project; reviews and recommends proper design and formats for documents.
3. Maintains inventory of reproduction paper and duplication services supplies; plans and orders sufficient stock for duplication services operations; receives supplies and assures proper storage; maintains equipment in good working order; performs necessary software back-ups.
4. Receives and disseminates agency mail; maintains supplies for the mailroom operation.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## CAPITAL DEVELOPMENT BOARD MEDIA TECHNICIAN (Continued)

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in art, graphics and layout.

Requires two years experience in a print/duplication shop environment.

Knowledges, Skills and Abilities

Requires working knowledge of resources/materials management.

Requires a working knowledge of paper stocks, paper weights and duplication chemicals used in shop operations.

Requires working knowledge of programming, operations and maintenance of duplication equipment.

Requires a working knowledge of basic print shop machinery and postage machines.

Requires working knowledge of inventory record keeping and controls.

Requires working knowledge of visual design, layout and graphic presentation.

Requires working knowledge of printing techniques as applied to graphic presentation.

Requires working knowledge of appropriate software to effectively create graphic arts products.

Requires the ability to perform basic arithmetic functions.

Requires ability to operate a personal computer.

Requires ability to make cost-effective use of equipment and supplies.

Requires ability to translate ideas into graphic expressions.

Requires ability to maintain effective working relationships with co-workers, agency clients and commercial printers.

Requires ability to create effective formats for forms, booklets, newsletters and other agency publications.