

Desktop Publishing Technician  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249131>

Downloaded On: Nov. 19, 2024 11:47am

Posted Nov. 18, 2024, set to expire Dec. 6, 2024

**Job Title** Desktop Publishing Technician  
**Department** Educational Services  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Nov. 18, 2024

**Application Deadline** 12/06/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administration - Other

**Apply Online Here** <https://apptrkr.com/5808413>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Desktop Publishing Technician**

**Rancho Santiago Community College District**

**Salary Range:** Grade 12: \$64,514.91 - \$82,422.98

**Job Type:** Full Time

**Job Number:** CL24-01070

Desktop Publishing Technician  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249131>

Downloaded On: Nov. 19, 2024 11:47am

Posted Nov. 18, 2024, set to expire Dec. 6, 2024

**Location:** Santa Ana, CA

**Division:** DO Educational Services

**Closing:** 12/6/2024 5:00 PM Pacific

## **Job Description**

### **CLASS SUMMARY**

Plans, composes, organizes, and produces text-and-graphics media for internal and external promotional and informational use. Acquires text and graphics and, using computer and fundamental principles of graphic composition, creates layouts for printed and multimedia publication. Organizes and maintains digital source files for district's major support publications and coordinates periodic revision. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **REPRESENTATIVE DUTIES**

Composes and produces, using desktop publishing and other software, digital and hardcopy finished layouts for publications that range from simple to complex. Materials include but not limited to, class schedules, catalogs, bookmarks, postcards, stationery, forms, applications, directories, maps, handbooks, student and media guides, media guides, signage, banners and other publications.

Participates in production planning for informational and promotional text-only and text-with-graphics layouts. Consults directly with administrators, faculty, and support staff to plan, authorize, acquire, revise, verify and deliver both electronic and hard copy publication material.

Consults directly with district media, publications, and computer/network personnel, as well as outside vendors, to facilitate distribution and production of publication materials. Adheres to established graphic standards and inter-department timeline requirements and ensures workability of layout specifications for traditional presswork, electronic copying, and electronic publishing. Reviews and approves hard and soft copy proofs for general and major district publications.

Acquires and prepares text and graphic elements, prior to layout composition, using a variety of methods: direct typing; disk-copy and e-mail transfer of files; scanning of documents/illustrations/photographs; optical character recognition (OCR); search and download from internet; word processing and spreadsheet software to import/export and modify text; illustration and

## Desktop Publishing Technician Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249131>

Downloaded On: Nov. 19, 2024 11:47am

Posted Nov. 18, 2024, set to expire Dec. 6, 2024

photo software to import/export, create and modify graphics.

Works with committee-planned timelines and guidelines, taking part in periodic large-scale revision processes for class schedules and seasonal publications such as student and media guides ensuring adherence to district graphics standards and deadlines.

Design, establishes, tests, and troubleshoots coding schemes to enable translation of large text database files into automatically formatted electronic page layout files.

Troubleshoots system hardware and software problems. Maintains publications layout system components such as computers, laser printers, scanner, file storage and transfer devices.

Uses type management software to install and manage a large collection of typefaces, and file management software to organize and maintain a large collection of graphics files.

Analyzes publications layout practices, and hardware and software, in light of changing district needs and technology advances; modifies procedures, adopts new techniques and recommends system upgrades to accommodate changes and improve productivity.

Performs document and file conversion processes for publications department customers to facilitate production.

Performs file conversions for online distribution of documents.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports directly to appropriate department administrator providing substantial support to the Graphic Communications, Electronic Media, Public Affairs and Publication teams, producing documents for print and electronic distribution.

### **KNOWLEDGE AND ABILITIES**

Highly proficient with personal computer platforms as well as Microsoft Office software. Thorough Knowledge of: offset and reprographic print production and file formatting practices. English, spelling, punctuation, hyphenation, grammar, proofreading and basic composition skills. Familiarity with and ability to: implement fundamental principles of graphic design for a variety of text-with-graphics layouts; classifications, characteristics and appropriate use of type fonts and font families; Postscript printing environment; ability to develop and work with text coding schemes that enable automatic conversion of text databases; and to perform multiple tasks in high volume, service-based environment.

## Desktop Publishing Technician Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249131>

Downloaded On: Nov. 19, 2024 11:47am

Posted Nov. 18, 2024, set to expire Dec. 6, 2024

### Job Qualifications

#### **MINIMUM QUALIFICATIONS**

##### **Training and Experience**

Any combination of training/experience equivalent to at least two years of specialized training in desktop publishing practices and procedures with increasing levels of responsibility in a print and electronic production environment.

##### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

##### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

##### **SELECTION CRITERIA**

**Application Screening** Job announcements will include screening criteria to be used during screening and interviews. This may include, but is not limited to:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others
- Bilingual ability (if needed)
- Demonstrated experience and sensitivity to diversity, equity, and inclusion.
- Professional growth activities

## Desktop Publishing Technician Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249131>

Downloaded On: Nov. 19, 2024 11:47am

Posted Nov. 18, 2024, set to expire Dec. 6, 2024

- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

**Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

**A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

### **Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

### **Conditions of Employment**



## Desktop Publishing Technician Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249131>

Downloaded On: Nov. 19, 2024 11:47am

Posted Nov. 18, 2024, set to expire Dec. 6, 2024

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4730383/desktop-publishing-technician>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Educational Services  
Rancho Santiago Community College District