

ADP TOTALSOURCE / APGOMEZ ENTERPRISES

Job Description

JOB TITLE: Pre-press Specialist

Reports To:	Chief Executive Officer (CEO)/Production Manager	Non-Exempt
Prepared by:	ADP TotalSource	February 27, 2012

SUMMARY:

This position is primarily responsible for setting the foundation for successful printing production. They ensure that the proper format, appearance and layout of text and images is set before the full print run for digital print need from; 16' Vutek machines, Oce 8'x10' Rigid Media printing machine, Roland Cutting machine, MultiCam iCut CNC Router machine and Miller Weld master are completed by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

Takes print or electronic files and scan or import them into specialized software.

Makes color, text and digital image corrections as needed.

Setups printing presses to produce scaled down and full size or electronic proofs.

Maintains, repairs and troubleshoots file management and RIP Stations as needed.

Manages and maintains production art workflow.

Pre-flights artwork and clearly reports all information.

Produces production print-ready artwork in: grand format roll to roll machines, flatbed rigid machine and CNC Router ready files

Works with, PMS colors, overprint, color space, fonts, etc...

Solves problems and corrects files.

Manages and maintains the servers filing system.

Communicates with clients and vendors for design requirements

Follows file preparation direction based on client requirements

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Design - Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Project Management - Communicates changes and progress.
- Technical Skills - Strives to continuously build knowledge and skills.

Interpersonal

- Customer Service - Responds promptly to customer needs; responds to requests for service and assistance; meets commitments.
- Interpersonal Skills - Maintains confidentiality.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; gives and welcomes feedback; puts success of team above own interests; supports everyone's efforts to succeed.

Leadership

- Change Management - Communicates changes effectively; prepares and supports those affected by change.
- Quality Management - Demonstrates accuracy and thoroughness.

Organization

- Business Acumen - Aligns work with strategic goals.
- Cost Consciousness - Conserves organizational resources.
- Ethics - Treats people with respect; keeps commitments; works with integrity and ethically; upholds organizational values.
- Organizational support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Self-management

- Judgment - Supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets goals and objectives.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

- Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.
- Safety And Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.
- Innovation - Generates suggestions for improving work.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of design software (Photoshop/Illustrator/InDesign); and project management software.

OTHER SKILLS AND ABILITIES:

- Excellent communication and interpersonal skills with the ability to gain the trust of customers
- Excellent judgment and discretion; ability to handle multiple priorities simultaneously, meet deadlines, and handle work-related stress is required.
- Friendly, courteous, service-oriented, professional, outgoing, and customer service oriented.
- Remain calm and professional in stressful situations.
- Must be able to work independently and productively with minimum supervision.
- Recognize problems, identify possible causes and resolve routine problems.
- Team player with a "can do" attitude that can work in a fast-paced environment.
- Ability to establish and maintain professional atmosphere for employees, clients and customers

OTHER QUALIFICATIONS:

- Able to work a flexible schedule to include weekends and holidays.
- Shift work is common, as is overtime in order to meet deadlines.
- Proficient in Adobe CS5- Illustrator, InDesign, and Photoshop
- Production experience in both offset and large format environments preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and risk of electrical shock.

The noise level in the work environment is usually moderate.