

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**REPROGRAPHIC SPECIALIST II, EO-07**

**DUTIES SUMMARY:**

Has immediate responsibility for providing a variety of specialized professional services; such as graphic arts; printing; distribution; equipment maintenance; reprographic planning, budgeting, and accounting; in-service training in technology, technical consultation in media production; assists in the administration of the Reprographic Section; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Reprographic Specialist I in that the Reprographic Specialist II has immediate responsibility for providing a variety of specialized professional services and performs the full range including the most difficult and complex assignments and assists in the administration of the Reprographic Section under the general administrative and technical supervision of the Reprographic Specialist III; whereas the Reprographic Specialist I assists in providing a variety of specialized and professional services and performs the simple to complex assignments under the immediate technical supervision of a Reprographic Specialist II.

This class differs from the Reprographic Specialist III in that the Reprographic Specialist II has immediate responsibility for providing a variety of specialized and professional services and performs the full range of the most difficult and complex assignments and assists in the administration of the Reprographic Section under the general administrative and technical supervision of the Reprographic Specialist III; whereas the Reprographic Specialist III has program responsibility in providing statewide graphics, replicating, distributing, technical, and planning services for the publication of materials including supervision of a staff of professional and clerical personnel under the general administrative and technical direction of a Director.

Positions in this class are afforded some independence in carrying out ongoing services and responsibilities and may supervise lower level professional and clerical personnel. Special assignments at this level are usually given with a statement of the objectives, limits of the assignment, suggested overall plan of work, and nature of results expected, with some independence in determining criteria and techniques to be applied. Technical advice and recommendations are usually accepted for policy, budgetary, and/or educational content and instructional effectiveness considerations.

**EXAMPLES OF DUTIES:**

**Graphic Services**

1. Translates abstract ideas and concepts into understandable graphic expressions; within technical limits and considerations.
2. Produces art work and mechanical or camera-ready paste-ups with various type and design elements with accompanying reproduction instructions.

3. Advises Department personnel on the technical aspects of typesetting, printing, and binding as well as the creative aspects of art styles, design techniques, and color coordination in the preparation of materials for publication.
4. Recommends typography, paper folding, etc., in planning publications and in setting standards of quality.
5. Prepares cost estimates, time requirements, and materials needed for publications.
6. Orders all graphic supplies and maintains an adequate inventory of the most frequently used materials.
7. Uses photographic equipment to prepare art work for reproduction.
8. Serves as graphic consultant/resource person as needed.

### **Printing**

1. Plans, schedules, and assigns work to the press operators and maintains quality control.
2. Confers with and advises state and district office personnel and teachers on the format, paper stock, colors, binding, and time and cost factors of publications.
3. Recommends in-house or commercial printing considering the best method of reproducing printed materials and the assignment of work to commercial printers.
4. Participates in planning the production of materials requested by the state and district offices, in developing the budget and expenditure plan of the Reprographic Section, and in carrying out the plans.
5. Writes specifications for work to be assigned to commercial printers after the consideration of desirable and available paper stock, binding requirements, and time and cost factors.
6. Reviews bids for printing jobs from commercial printers and makes recommendations in awarding contracts.
7. Prepares cost reports for all jobs printed in-house and recommends cost rates for routine printing.
8. Checks on printing supplies needed and their costs, plans ahead, and orders supplies in advance.
9. Serves as consultant/resource in printing for other state agencies and professional organizations.
10. Sees that equipment is properly maintained and serviced.
11. Makes recommendations for equipment purchases.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Training and Experience:** Graduation from an accredited college or university with a bachelor's degree in educational arts, educational communications, fine arts, advertising arts, industrial design, printing, or related fields and six (6) years of progressively responsible job-related professional experience in the specialized area of responsibility or closely related fields.

**Knowledge of:** Effective utilization of media in education and instruction; printing, publications, and art reproduction; principles and practices of supervision; determining project production methods, plans and schedules; the use and production of audiovisual materials, and project cost estimation; principles and practices of public relations and budget preparation.

**Ability to:** Develop and evaluate plans, programs, and procedures; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.