

Karuk

Community

Development

Corporation

Vacancy Announcement

Title: Digital Print Press Operator

Reports To: Karuk Community

Development Corporation (KCDC) Economic

Developer/Operations Manager (ED/OM)

Location: Happy Camp

Salary: \$15.00 to \$25.00 per hour, depending on experience

Classification: Non-Entry Level, Part-Time, Regular, Non-Exempt

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us/jobs/
The Karuk Tribe's (TERO) **Preference and Drug & Alcohol Policy** apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2010, Fax: (530) 493-1611, Email: tparry@karuk.us

Karuk Tribe Application Checklist

To ensure that your application will be properly considered for employment with the Karuk Tribe, you **MUST** attach documentation for the information that is requested on the employment application form.

The Tribe's Human Resources department is not responsible for ensuring your application is complete upon submission.

✓ **Enrollment Documentation** – to be considered for Tribal Preference you **must** attach documentation of your enrollment with a federally recognized tribe. The Tribe's Enrollment department is not allowed to submit your documentation for you.

✓ **Veterans Preference** – You **must** attach a copy of your DD-214 to be considered for Veterans Preference. Without this documentation you will not be given Veteran's Preference.

✓ **Employment History** – You should completely fill out your employment history even if you attach a resume with your application. It is important to include all information that is requested in this section.

✓ **Education** – You **must** attach copies of your educational achievements including certifications, special training certificates, degrees, vocational certifications or other types of education that you have to document that you meet specific job description requirements.

✓ **Driver's License** – You must provide the state and number of your Driver's License on your application.

99% of jobs at the Karuk Tribe require a Driver's License. Your application will be withdrawn from consideration without this information. If you do not have a Driver's License but expect to have one in the near future you should write down when you expect to have it.

✓ **References** – You **must** include at least three (3) references on your application including their contact information.

✓ **Signature** – You must sign your application or it will be withdrawn from consideration for employment with the Karuk Tribe.

✓ **Resume** – while not required, it is a good practice to include a resume with your application.

✓ **Cover letter** – while not required, it could prove beneficial to include a short cover letter with your application.

✓ **Reference Letters** – while not required, it could prove beneficial to submit reference letters from former employers, associates or other individuals who you have worked with.

For further job opportunity referrals be sure to complete the TERO Skills Bank application! Contact the TERO Department or go online to www.karuk.us and click on the TERO page.

POSITION DESCRIPTION

Title: Digital Print Press Operator

Reports To: Karuk Community Development Corporation (KCDC) Economic Developer/Operations Manager (ED/OM)

Location: Happy Camp

Salary: \$15.00 to \$25.00 per hour, depending on experience

Classification: Non-Entry Level, Part-Time, Regular, Non-Exempt

Summary: The Digital Print Press Operator uses digital printing machine and software programs to effectively create materials per client request, is responsible for soliciting customers, and marketing the digital press business for the KCDC.

Responsibilities:

1. Meet with customers to determine the scope of the project; coordinate relationship with vendors and customers; work closely with KCDC ED/OM and CFO to determine price list based on costs.
2. Using Adobe InDesign software, Microsoft Publisher, or other software, shall prepare books, newsletters, brochures, letterhead, annual reports, presentations, business cards, flyers, and any number of other documents for printing.
3. Edits all elements for style, substance and organization. Reorganizes text as needed to create consistency in grammar, format, and message. Recommends substantive editorial changes as needed. Reviews, proofs and fact-checks all copy, and perform layout work as needed.
4. Prepare proof copy of completed document and obtain customer signature of approval before beginning the project. Set printing deadlines and ensures deliverables and deadlines are met.
5. Monitor and manage inventory of supplies and order and stock supplies as needed.
6. Operate the Canon C-700 and bindery equipment in accordance with equipment operating procedures.
7. Maintain the Canon C-700 in good working order to ensure optimum output and maintain a log book of any maintenance or repairs performed on the printer by qualified technicians.
8. Brainstorm with KCDC Board of Directors and staff to develop ideas for creative marketing campaign for the business and upon approval, implement those ideas.
9. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.

10. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Professionalism: Demonstrates respect, honesty, integrity, and fairness to all. Follows all applicable policies and procedures. Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with customers, vendors, and KCDC staff is purposeful and appropriate.
2. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of the KCDC Business Center. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change. Listens to ideas and has the ability to explain their own.
3. Program Support: Supports, cooperates and assists to carry out the mission of and to meet the goals of the Karuk Community Development Corporation. Establishes and maintains an effective working relationship with customers, vendors, and KCDC staff.
4. Professional Development: Participates in ongoing professional development including training and meetings as determined by the KCDC Economic Developer/Operations Manager.

Requirements:

1. High school diploma or equivalent; hands on or technical training in digital print technology required. Marketing experience preferred.
2. Competency in computer usage including software such as Microsoft Word and Excel, Adobe InDesign, etc.; experience in the use of commercial printing equipment such as the Canon C-700.
3. Must be detail oriented, able to work under strict deadlines, and have the ability to schedule and prioritize work.
4. Must be able to do customer cost estimates.
5. Ability to edit all elements for style, substance and organization. Reorganize text as needed to create consistency in grammar, format, and message; recommend substantive editorial changes as needed; review, proof and fact-check all copy, and perform layout work as needed
6. Valid driver’s license, good driving record, and be insurable by KCDC’s insurance carrier.
7. Must successfully pass a pre-employment drug screening and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, tribal preference will be observed in hiring.

Veteran’s Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran’s Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

KCDC Approved: 8/9/2017, rev. 6/28/2018

Tribal Council Approved: 8/24/2017, rev. 6/28/2018

KCDC Chair Signature: _____ **Date:** _____

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____