

PROJECT SCOPE

Graphic Arts Vocational Instructor

The Graphic Arts Program Vocational Instructor is a contractual position. The scope of work will include planning, organizing, instructing, and supervising the engraving shop operations as part of the Sheriff's Office Graphics Arts Program. The Contractor will work closely with inmates, interns, and correctional deputies.

Contractor will work in conjunction with the Jail Programs Unit and other qualified entities to develop a course of instruction for the Sheriff's Office Graphic Arts Program, train inmates, and provide oversight of the daily operations, develop, instruct and coordinate specialized vocational training programs, monitor and gather data concerning all aspects of the operations of the Graphic Arts Program.

Contractor duties: Instruct inmates on the use of computerized engraving and sign making equipment. Instruct inmates in the design, application, and layout of engraved products such as awards, trophies, and signs; sign design, and construction using plastic, wood, aluminum and other materials. Assign work to inmates or interns, monitor workflow and evaluate work product; evaluate inmate and intern work performance; maintain inventory control and perform cost analysis; set prices of finished products for resale, maintain accounts and provide customer service for accounts.

Contractor must be detail oriented, motivated, and creative. Ability to maintain safety regulations and work with custody staff in regards to inmate activities and rules. Have the ability to train and evaluate minimum and medium security inmates within a jail setting. Read, interpret, implement and explain program rules, regulations, policies and procedures; operate engraving and construction machinery sufficient to produce finished signs, awards, trophies and other engraved products. Collect and evaluate data, draw valid conclusions and make appropriate recommendations as to the Graphic Arts Program. Write clear, concise, and grammatically correct correspondence and reports; organize work in a rational order; establish rapport and maintain effective working relationships with others; use patience, tact, and courtesy in dealing with people under various circumstances. Keep systematic and accurate records, follow verbal and written instructions; retain and recall information; operate computers and utilize software programs. Must have the ability to run and maintain equipment and systems, including loading ink and paper and adjusting the equipment for exact size specifications. Work quickly and efficiently to meet job deadlines and avoid costly mistakes in the process.

Experience: Contractor must have a minimum of 2 years of experience in the graphic arts industry, including engraving, sign making, or laser cutting. Experience using laser engraver, large-scale printer, vinyl cutter and sublimation equipment. Contractor must be proficient in publishing software such as CorelDraw and Adobe Illustrator. At

least 2 years of increasingly responsible experience as a lead worker or supervisor. Experience in working with justice involved individuals is highly desirable

Education: Contractor must have completed at least 60 semester or 90 quarter units from an accredited college or university.

Substitution for Education: Two additional years of the required experience listed above.

License: Possession of California Driver's License.

History: Good moral character as determined by a thorough background investigation. Contractor must not have convictions by any State, the Federal Government, or a foreign government of a crime, which could have been punishable by imprisonment in a Federal Penitentiary or a State prison.

Compensation: The County shall pay to Contractor an hourly rate of \$25.00. Total compensation shall not exceed \$25,000 annually. County shall pay in full for all services performed by the Contractor pursuant to the authorized purchase order, within thirty (30) days after the receipt of an itemized statement required from Contractor, which has been previously approved by an appropriate representative of the County for whom the Contractor is directly working.

PROPOSAL FORMAT

A qualifying proposal must address all of the following points and shall be in the format outlined in this section:

1. Project Title
2. Applicant or Firm Name
3. Firm Qualifications
 - a. Type of organization, size, professional registration and affiliations.
 - b. Names and qualifications of personnel to be assigned to this project.
 - c. Outline of recent projects completed that are directly related to this project. Consultant is required to demonstrate specific design and project expertise relating to the requirements of the Project Scope.
 - d. Qualifications of consultants, subcontractors, or joint venture firm, if appropriate.
 - e. Client references from recent related projects, including name, address and phone number of individual to contact for referral.

4. Understanding of and Approach to the Project

- a. Summary of approach to be taken.
- b. Description of the organization and staffing to be used for the project.
- c. Indication of information and participation the proposer will require from County staff.
- d. Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.

Interested parties should submit a proposal to Lieutenant Kelly Kenitz by email kkenitz@co.slo.ca.us no later than June 20, 2016.