



NEW: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	GRAPHIC DESIGNER ASSOCIATE
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8012
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Utilizes graphics/design computer software to communicate the vision of the District through the design of a wide variety of documents produced under tight deadlines; consults with personnel to determine design and printing needs and to maintain customer satisfaction; works closely with editing and printing departments to produce accurate, high-quality documents; assists in writing printing specifications and works with commercial printers on jobs that must be done outside the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Utilizes the computer and graphics software packages to create visually pleasing designs for various documents
- Communicates with personnel regarding jobs to ensure customer satisfaction and communicates printing instructions working closely with staff to help ensure a quality finished product
- Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques
- Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions
- Consults with personnel and the graphics supervisor regarding design/printing needs and develops appropriate production plans based on budgets and time restraints
- Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District
- Assists in writing printing specifications, collecting estimates, and coordinating the printing of jobs
- Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server
- Operates and helps with the maintenance of graphics equipment
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

- Associate degree or certificate/diploma in graphic design or commercial art or high school diploma/GED with two (2) years of experience in graphics design
- Demonstrated word processing proficiency
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Working knowledge of design principles and printing techniques

Experience in a diverse workplace