



REVISED: 07/01/2024
 Submitted: 03/26/2024

JOB TITLE:	GRAPHIC DESIGNER ASSOCIATE
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
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
- Ensures that jobs are finished accurately and on time, coordinating own work and sharing expertise with others within the department and across the District
- Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques
- Consults with personnel and department head regarding design/printing needs and develops appropriate production plans based on budgets and time restraints
- Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server
- Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions
- Operates and helps with the maintenance of graphics equipment
- Assists with finishing work on jobs in Large Format area
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

The work is performed while sitting, standing, or walking. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push, or pull moderate weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires being around moving machinery, and exposure to dust, fumes, and gases.

This work is conducted in a production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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 graphic design

Demonstrates word processing proficiency

Effective communication skills

DESIRABLE QUALIFICATIONS

Working knowledge of design principles

Experience in a diverse workplace