



NEW:
07/01/2012

JOB TITLE:	GRAPHIC DESIGNER
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8008
BARGAINING UNIT:	CLAR

SCOPE OF RESPONSIBILITIES

Conceptualizes and designs a wide variety of projects using a computer and graphics software; consults with personnel to determine needs; communicates with personnel to maintain customer satisfaction; works closely with the editing and printing departments to produce accurate, high-quality documents; writes 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; communicates printing instructions; works closely with the staff to ensure a quality finished product
- Ensures that jobs are finished accurately and on time; shares expertise with others within the unit and across the District
- Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques
- Consults with personnel regarding design/printing needs and develops appropriate production plans to ensure quality and client satisfaction
- Writes printing specifications and collects estimates; coordinates the printing of jobs to ensure quality and client satisfaction
- Maintains a backup of current work on an external drive, and when jobs are finished, backs them up on the server
- Operates and maintains computer graphics equipment
- Assumes the responsibilities of the supervisor in their absence
- 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

- Bachelor's degree in Graphic Design or Commercial Art
- Three (3) years experience in graphics design
- Demonstrated typing proficiency
- Understands proofreader's marks
- Experience operating computers with graphics software; ability to produce camera-ready artwork on the computer
- Effective communication skills

DESIRABLE QUALIFICATIONS

