



Graphics Specialist

Classified Range: 44

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Provides skilled graphic arts services by designing and producing professional-level graphic products and using a wide variety of media techniques in support of District and campus needs.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Creates graphic layout and design for a variety of printed material, including forms, flyers, brochures, programs, certificates, newsletters, and publications of significant complexity and difficulty.
2. Evaluates and prioritizes projects according to requested due date and print services press schedule; manages project design from inception to completion within established timelines.
3. Communicates with District employees during project design to determine printing and graphic needs; advises and makes recommendations to District employees regarding graphic aspects of projects; makes editorial content suggestions to improve the text of projects.
4. Creates logos, layouts, and other printed material; determines format, design and layout of publications; adheres to established guidelines in the use of District logos.
5. Prepares and reviews electronic files for correct layout and formatting before sending files to the offset press; performs other pre-production duties.
6. Uses a variety of graphic software to enhance or manipulate photos and graphic artwork by retouching, sizing, and cropping; arranges elements into attractive and effective layout; scans photographs and artwork.
7. Operates and maintains graphics equipment, such as computers, printers, and scanners; monitors and updates computer software.
8. Researches various projects for design, concepts, and image ideas.
9. Performs District-wide archiving of electronic files.
10. Stays current in trends and techniques of Graphic Design including graphics layouts, fonts, and desktop publishing software, and equipment.
11. Assembles large-profile materials, such as custom signs and posters; may assist in the printing process.
12. Performs other duties related to the primary job duties.



Graphics Specialist

Classified Range: 44

Board Approved: 11/18/21 P. 2|4

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**



Graphics Specialist

Classified Range: 44

Board Approved: 11/18/21 P. 3|4

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in basic design, graphics design, computer graphics, desktop publishing, or a related field.

Experience:

Three (3) years of work experience where the duties performed involved layout and design of a variety of publications utilizing desktop publishing software.



Graphics Specialist

Classified Range: 44

Board Approved: 11/18/21 P. 4|4

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.