



GRAPHIC DESIGNER

GENERAL RESPONSIBILITIES

The position is responsible for designing and creating various print materials for a multitude of projects. Work with various departments and many our schools in the development and presentation of print materials. Special event photo taking is another responsibility.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Log incoming projects and establish a work schedule.
- Design and create print materials for the department, such as: yearly School Guide and media kit, employee newsletter, Kaleidoscope, bi-monthly parent newsletter, Apple-A-Day, School Report Card supplement.
- Design and create brochures, such as: School Board Code of Student Conduct, Fact Pack, Gifted Education, Standards of Learning, and Technology Standards for Instructional Personnel.
- Design and create print material for special events, such as: Realtor's Breakfast, groundbreaking, Project Renovate, Proposed Redistricting of Schools, and Stars and Bars.
- Design and create print material for several organizations such as: The Education Foundation and Partners in Education, through Annual Reports, brochures, newsletters and posters.
- Provide photography services at various special events.
- Maintain and troubleshoot graphic equipment, such as the Power Computing Power Tower Pro 225, HP scanner and printer and Epson printer, along with various software products.
- Provide graphic support to many departments.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the techniques and methods used in graphic arts; thorough knowledge of the layout principles and aesthetics design concepts; thorough knowledge of the papers, inks and other supplies used in graphic arts, especially the weights, types and uses of papers; ability to plan and schedule work; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with print shop customers; must work within tight deadlines and with accuracy; requires flexible hours and highly creative graphic design skills; graphic design skills must be constantly updated through training to keep pace with the new and enhanced graphic design software.

EDUCATION AND EXPERIENCE

High school diploma, preferably with additional post-high school courses in graphic design. Successful completion of a least one graphic design software training in a fast paced business setting. Experience as a graphic designer; providing graphic design, desktop publishing, photography in a fast-paced business.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 6/00
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