

TITLE: **GRAPHIC DESIGN SPECIALIST**

QUALIFICATIONS:

1. Knowledge of modern methods, techniques, procedures and equipment used in word processing, desktop publishing and printing; knowledge of common office practices and procedures
2. Knowledge of principles, methods, techniques, and procedures of graphic art, design and illustrative material reproduction; knowledge of creative and innovative art and layout concepts
3. Ability to effectively and efficiently plan, organize and coordinate layouts, drawings, illustrations and related graphic materials
4. Ability to effectively use variety of artistic media, materials and techniques; ability to learn and utilize electronically driven graphics applications
5. Ability to use independent judgment and initiative and supervise work of others
6. Ability to establish and maintain cooperative working relationships
7. Ability to communicate clearly and concisely, both orally and in writing
8. Knowledge of English usage, spelling, grammar and punctuation

REPORTS TO: Administrator as assigned

JOB GOAL: To provide assistance and serve as resource to staff in creation and preparation of materials, both manual and electronic, for publications, reports, exhibits, displays, and instructional projects in support of department goals

PERFORMANCE RESPONSIBILITIES:

1. Uses desktop publishing computer system to design and layout printed material including brochures, programs, flyers, posters, forms, newsletters, publications, etc.
2. Creates original designs and layouts
3. Produces computer-generated art work; selects photographs and art work used in printed materials
4. Assists and confers with personnel in planning, organizing, developing and designing graphic and printed materials
5. Designs and creates materials, displays, bulletin boards and instructional aids
6. Establishes and maintains variety of budgets, records, and files as appropriate; prepares reports as required
7. Maintains inventory of materials and orders supplies
8. Researches and prepares cost analysis for printing jobs
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 24

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable