JOB TITLE: DISTRICT GRAPHICS SPECIALIST

JOB DESCRIPTION:

This employee is responsible for the design and direction of graphic projects which support district goals. Graphic services is a function and service of the Communications Department.

Duties of this position include but are not limited to:

1. **Design:**
   a. Works with Communications Department to define guidelines and standards of graphics design and identify implementation strategies needed to achieve these objectives.
   b. Provide an on-going evaluation of district graphics services and modify as needed.
   c. Develop and provide periodic inservice program for educators/clerical staff on district graphic standards and guidelines to improve the quality of print materials.
   d. Develop and provide periodic inservice program for educators/clerical staff on design and print tips to improve the quality of print materials.
   e. Recommend budget requirements to provide effective graphic services.
   f. Assist and support district staff in the development and design of communication tools (e.g., school newsletters, brochures, SPAR reports).
   g. Work collaboratively with the Graphic Services Manager and staff to design communication tools aligned to printing capabilities.
   h. Create and maintain a tracking system for proofing and release for print materials.

2. **Consultation:**
   a. Establish an environment which encourages creativity and independent production of print materials.
   b. Provide consultative services for graphics upon request.
   c. Create and produce layouts for print materials.
   d. Assist Graphic Services Manager and staff regarding printing projects.
   e. Assist District Web site Coordinator with graphic and layout tips for web projects.

3. **Information:**
   a. Organize graphics (clip-art, graphic CDs) resources for easy accessibility and utilization by staff.
   b. Provide guidance in selection, location, utilization and evaluation of graphics to meet individual needs of staff.
   c. Provide staff with information about new graphics techniques, software, equipment, and materials.
   d. Provide guidance in paper selection and ink colors for printing of graphics.
d. Provide guidance in paper selection and ink colors for printing of graphics projects. Recommend printing options within specified budget.

4. **Management:**
a. Prioritize/schedule work requests based upon customer/district needs.
b. Operate district graphics services with procedures that further the goals of the district.
c. Provide a well-chosen collection of graphics resources, including samples.
d. Provide facilities and opportunities for individual and group graphics activities throughout the work-day and time after hours, as staff permits.
e. Operate and maintain proper accountability for all equipment in the graphics production area.
f. Perform other duties as assigned by the Director Communications.

**REQUIRED QUALIFICATIONS:**
1. Associate's degree in commercial art, graphic arts, or related field.
2. Proficiency in graphics techniques.

**DESIRED QUALIFICATIONS:**
1. Bachelor's degree in commercial art, graphic arts or related field
2. Classroom experience
3. Experience in a like position.