

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.

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- d. Provide guidance in paper selection and ink colors for printing of graphics

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- 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.