

Job Summary:

The job of Graphic Designer is done for the purpose/s of designing publications, flyers, posters, newsletters, certificates, calendars, directories and other printed materials; designing/maintaining a website; taking photographs; and creating/maintaining a data base.

Essential Functions:

- ▶ Arranges specialized/color printing for the purpose of producing complex printed materials such as calendars and newsletters.
- ▶ Compiles/organizes contents of various documents for the purpose of producing publications that are clear and usable.
- ▶ Creates artwork and logos for the purpose of enhancing the visual appeal of published materials.
- ▶ Creates/maintains a data base for the purpose of tracking teacher/specialist resume information.
- ▶ Creates/maintains SELPA website for the purpose of disseminating special education information and publications to parents, schools, and members of the community.
- ▶ Designs flyers, posters, newsletters, certificates, directories, brochures, calendars, etc. for the purpose of providing information to staff, parents and community members.
- ▶ Photographs students for the purpose of illustrating the special education calendar and other publications.
- ▶ Researches the cost and availability of printing services for the purpose of producing printed materials in a timely and cost-effective manner.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - design material to meet specifications;
 - provide design input to staff;
 - organize production of printed material;
 - compile directory information;
 - photograph events and people;
 - design and maintain a website;
 - utilize a computer for graphic design.
- ▶ **Knowledge of:**
 - artistic elements;
 - graphic design;
 - computers and software;
 - digital photography;
 - website design;
 - data base set up;
 - printing industry and standards.
- ▶ **Ability to:**
 - work well with others;
 - meet deadlines;
 - think creatively.

Responsibilities include: working independently under broad organizational guidelines with supervision focusing on results; providing information and/or advising other persons; and operating within a defined budget and/or financial guidelines. Significant utilization of resources from other work units is often required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Required:

- ▶ Job Related Experience is required.

Education Required:

- ▶ Bachelors Degree in job related area.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Experience in designing web sites and using the worldwide web to disseminate information.
- ▶ Experience in designing education publications.
- ▶ Department of Justice and FBI Fingerprint Clearance.

FLSA Status: Non Exempt

August 2004

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.