

JOB DESCRIPTION

Job Title: *Graphic Designer - ActVnet (9908)*

Job Summary:

Under the supervision of the Administrator of School Safety Program and/or designee, the job of Graphic Designer – ActVnet is responsible for providing expertise and support in the area of graphic design to the ActVnet safety program by performing a variety of specialized and complex operations that support all aspects of design function within ActVnet.

Essential Functions:

- Create stylized digital campus floor plans from blueprints and site plans.
- Create stylized sign artwork.
- Crop, edit, size and layer photo images to create multi-layer maps and other graphic needs.
- Design, produce and edit footage in print and electronic formats for internal and external use.
- Assist with storyboarding, develop and production of digital content for ActVnet
- Assist with instruction and training to those implementing the ActVnet system.
- Work with outside vendors and other Office departments to streamline contingency plans in the event of a network, server, or web interruption.
- Travel to various locations within and outside of the county.
- Assist with the planning, coordinating events and presenting information for the purpose of producing informational ActVnet products.
- May assist with ActVnet live scenarios for the purpose of producing footage or developing content.
- Operate a variety of audio, video, and computer equipment for the purpose of producing ActVnet products.
- Perform other related duties as assigned.

Skills, Knowledge and/or Abilities Required:

- **Skills to:**
 - Learn new software.
 - Read architectural blueprints, floor plans and site plans.
 - High spatial awareness regarding transferring 360° photography and drone photography information to a floor plan.
 - Use a computer to prepare complex documents and spreadsheets.
- **Knowledge of:**
 - Adobe Suite (Illustrator, Photoshop, After Effects, Acrobat)
 - Mac and Apple Office Software (Pages, Numbers, Keynote)
 - Windows operating system
 - Google Office Software (Docs, Sheets).
- **Ability to:**
 - plan, Read a map and architectural blueprints.
 - Have a sense of direction – (North, South, East, West)
 - Use a computer to update and create correspondence, retrieve information, use electronic calendars, store, and retrieve documents and other basic word processing and spreadsheet applications.
 - Understand the organization and operation of the county office as necessary to assume assigned responsibilities.
 - Communicate effectively, orally, and in writing.
 - Maintain complete accurate records and files.
 - Operate standard office equipment.
 - Maintain confidentiality.
 - Maintain cooperative relationships with staff and others encountered in the course of work.
 - Assist other employees to meet deadlines.
 - Travel locally as needed.
 - Perform routine repetitive tasks to completion.
 - Attend in-service training, meetings, classes, and conferences.
 - Work overtime with additional compensation.

Experience Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.
- Experience sufficient to have acquired advanced knowledge of modern and efficient design methods and procedures.

Education Required:

- High School Diploma or equivalent with supplementary training in business, graphic design, and development.
- AA degree preferred.

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

- Department of Justice and FBI Fingerprint Response.
- Valid California Driver's License and proof of automobile insurance.

FLSA Status: Non-Exempt

October 2022

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 us 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.