



JOB TITLE: GRAPHICS SPECIALIST

Classification: Classified
Salary Range: 35

Retirement Type: PERS*
Board Approved: December 15, 2003

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technically complex duties requiring a comprehensive understanding of graphic arts.

REPRESENTATIVE DUTIES:

Select, train, and oversee casual workers and work study assistants.

Interact with staff and faculty to coordinate needs and expectations about production.

Envision, design, create, and oversee the production of graphic arts materials for internal and external publications and the campus community including catalogues, class schedules, newsletters, booklets, brochures, flyers, posters, signs, displays, forms, charts, and other material as necessary.

Use advanced applications and equipment including computer graphics and desktop publishing software as well as multimedia equipment to aid in the production process.

Operate and maintain specialized equipment as necessary.

Perform a range of related duties in support of assigned function including compiling information for projects, entering data, proofreading and editing own work product, mounting and framing posters, laminating materials, and calligraphy and lettering for certificates and other documents.

Manage budget for the assigned area.

Perform other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to a Bachelor's degree in a related field and four years of experience performing duties similar to those described above, or any combination of training, education, and experience that would provide the desired knowledge and ability to carry out successfully the assignments of the position.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Technical aspects of field of specialty.

Comprehensive knowledge of graphics, computers and multimedia productions.

Modern office practices, procedures, and equipment including computers and applications software applications.

Operating characteristics of relevant software applications including those related to desktop publishing.

Principles used in providing training and work direction to assigned staff.

Principles and practices of record-keeping.

Basic mathematical principles.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Abilities/Skills:

Perform technically complex duties requiring a comprehensive understanding of graphic arts involving the use of independent judgment and personal initiative.

Analyze situations and adopt effective courses of action.

Organize day-to-day operations of specific area.

Plan and organize work to meet changing priorities and deadlines.

Meet critical deadlines while working with frequent interruptions.

Interpret, apply and explain applicable administrative and departmental rules, regulations, policies, and procedures.

Compile data and maintain records and files.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work cooperatively with other divisions, departments, and outside agencies.

Exercise good judgment and maintain confidentiality of sensitive information, records, and reports.

Perform mathematical calculations in a timely and accurate manner.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS:

Typical office setting.

Hand and finger dexterity to operate various office equipment.

Extensive computer work.

Long periods of standing and sitting.

Lift and carry up to 25 lbs.

Move from one work area to another as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.