Graphic Arts Technician

Purpose Statement

Under general direction, the Graphic Arts Technician creates and designs various materials for print, multimedia, and web in support of the mission of the San Diego County Office of Education and establishes a creative direction for new projects while maintaining SDCOE's brand guidelines.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions

- Designs and produces a variety of graphic artwork ranging in difficulty from simple to complex.

- Prepares final files for print, multimedia, and internet use, including, but not limited to, page layout, photo usage/manipulation, creation of infographics, event/exhibit materials, posters, programs, brochures and flyers, and email images.

- Meets with clients to analyze and evaluate customer requirements, identifies alternatives, recommends appropriate action, sets timelines, projects plans and techniques to enhance production efficiency for offset and digital reproduction.

- Prioritizes and manages multiple graphic design projects within design specifications and budget restrictions.

- Edits and proofreads copy material.

- Ensures effective communication regarding assigned project status for all relevant stakeholders.

- Maintains and archives artwork and project tickets.

- Ensures accuracy and completeness for all assigned projects.

Other Functions

- Performs related duties as required.

Job Requirements: Minimum Qualifications

Knowledge and Abilities:

KNOWLEDGE of:
Color theory and typography;
English grammar/spelling/punctuation;
Graphic design principles and processes;
Design for various platforms, including print, web and video current technologies:
Equipment used in graphic design.

ABILITY to:
Use creativity in all aspects of the work;
Adhere to brand standards;
Produce a range of design projects, from simple to high-profile assignments;
Type accurately at a rate of speed sufficient to successfully perform job tasks;
Meet production deadlines;
Work under pressure of short deadlines;
Work independently with limited supervision;
Prepare and maintain records and reports;
Collaborate and communicate effectively with all levels of staff and clients in both oral and written form;
Follow oral and written instructions;
Maintain computer hardware and peripherals, applications software, tools, supplies, and technical samples, and file organization.

Working Environment

Duties are typically performed in an office environment while sitting at a desk or computer workstation. Work is subject to interruptions and demanding timelines.

Must sit for long periods of time, use hands and fingers to operate keyboard, artist's tools or other equipment; reach with hands and arms; must see to perform duties involving exacting visual detail; hear and speak at normal levels to view design work and communicate with others. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience	Two (2) years of formal training/education in general graphic arts processes, with emphasis in graphic design; and two (2) years of increasingly responsible experience in producing complex graphic designs for print, multimedia, and the web. One year of experience performing duties similar to those listed above, and demonstrated experience via a compelling portfolio of work over a wide range of creative projects. Previous experience at a public or educational agency, and skill in visual arts, such as illustration, painting, photography or related craft preferred.
Education	High school diploma or equivalent.
Equivalency	A combination of education and experience equivalent to high school diploma and two (2) years of formal training/education in general graphic arts processes, with emphasis in graphic design; and two (2) years of increasingly responsible experience in producing complex graphic designs for print, multimedia, and the web. One year of experience performing duties similar to those listed above, and demonstrated experience via a

compelling portfolio of work over a wide range of creative projects. Previous experience at a public or educational agency, and skill in visual arts, such as illustration, painting, photography or related craft preferred.

Required Testing	Certificates
N/A	N/A

Continuing Educ./Training	Clearances
N/A	Criminal Justice Fingerprint/Background Clearance
	Drug Test
	Proof of physical examination including TB Screen

FLSA State: Non-Exempt

Salary Range: Classified Support Grade 051

Personnel Commission Approved: December 19, 1996

Revised: 07/1998, 07/2004, 10/2006, 07/2009, 10/2020