San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Graphic Artist	**Exemption Status:**	Non-exempt
Reports to:	Assistant Superintendent of Academic Services	**Pay Grade:**	04
Works With:	District Personnel	**Days:**	226
Dept./School:	Print Shop	**Date Revised:**	06/02/2020

Primary Purpose:

Oversees the printing, design and material production services for entire school district. Performs all duties necessary to complete printing job orders for schools and district departments. Supervises employees in the print shop and manages the completion of all print job orders.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Effective interpersonal skills, communication, credibility and initiative
- Is knowledge and skilled in graphic design computer programs for use in print job orders
- Ability to operate collators, punching and binding machines, gluing and taping machines, duplicators, electric paper cutter and drill press

Major Responsibilities and Duties:

1. Oversees all print production processes and products for schools and school district departments
2. Approves and inspects all print job orders
3. Works on creative design graphics for district print jobs
4. Develops creative layouts to promote school district
5. Supervises and evaluates employees in the department
6. Works on developing areas of expenditure to keep print shop equipment maintained
7. Maintains and ensures all equipment is ready for large and small job orders
8. Assists with various types of machinery in the department, by operating machines, moving paper from storage room, packing and labeling materials for shipment and keeping work area clean and orderly.
9. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals. Advance graphics use of technology

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carney, Ed.D Date 6/2/20