

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

GRAPHIC DESIGNER

QUALIFICATIONS

- Associate's Degree with emphasis in Graphic Design or related field.
- Two (2) years of work experience in digital graphics and/or animated digital graphics.
- Experience in the operation of a variety of production equipment, including both PC and Mac computer systems and printers.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of techniques for WEB and VIDEO based design.
- Knowledge of Adobe Lightroom and Acrobat Pro.
- Proficiency in the use of Adobe Creative Suite (PhotoShop, Illustrator, and InDesign) software for both Mac and PC platforms.
- Knowledge of the principles and accepted practices of graphic design.
- Knowledge of current industry standards in graphic design software.
- Knowledge of internet creation and web design.
- Knowledge of graphic elements for video.
- Knowledge of print production and print shop services
- Skilled in use of drafting and commercial art tools and equipment such as laminator machines, printer plotters, paper and foam core cutting machines.
- Ability to work in a fast-paced environment, multi-task, and remain organized to complete time-sensitive jobs on or before deadline.
- Ability to maintain effective working relationships with associates, SCPS employees, and all graphic clients both internal and external.
- Ability to express ideas clearly and concisely, both orally and in writing.

SUPERVISION

REPORTS TO Communications Officer
SUPERVISES No supervisory duties

POSITION GOAL

To design and produce a variety of graphic materials in support of instruction and public information.

PERFORMANCE RESPONSIBILITIES

1. * Prepare print ready layouts using computer generated graphics, photos, and type.
2. * Design graphics for flyers, newsletters, posters, signage, logos and other materials as needed for SCPS business.
3. * Schedule work requests from District-wide customers.
4. * Assist supervisors and administrators with the design of digital graphic materials and collateral needs.
5. * Assist with traffic coordination and print production of all creative jobs utilizing both internal and external print services.
6. * Operate and maintain proper accountability for all equipment in the graphics production area.
7. * Develop specifications and make recommendations for graphics production equipment.
8. * Maintain adequate stock levels of all supplies used in graphics production.
9. * Maintain records of job requests and an archived library of graphic content created.
10. * Create and maintain a creative jobs tracking system for project prioritization, proofing and release for print.
11. * Monitor proper use of District-wide graphic standards and style guidelines.
12. Perform other duties as assigned by the Communications Officer.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Mac or PC Computer, Laminator, Copy Machine, Scanner, Printers, Plotters, Cutting Boards, Phone

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending	Lowering the body forward from the waist.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 50 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 pounds of force.
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 50 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm.
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AS-C \$31,925 - \$56,694

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position	TBD
Personnel Category	15
EEO-5 Line	50
Function	6200
Job Code	1661
Survey Code	77223

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

February 25, 2014
January 30, 2001

ADA Information Provided by Michael Lawrence
Position Description Prepared by Michael Lawrence