



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: Graphic Designer

Position Type: Classified	Department: Graphic Communications
Salary Schedule: Classified	Reports to: Graphic Communications Manager
Salary Range: 32	
Term of Employment: 12 months	Date: June 8, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Strong, creative design and layout of various printed materials for use by schools and departments, including newsletters, brochures, programs, handbooks, fliers, menus, certificates, calendars, and any district materials. Provides specifications for printers. Works with outside services to complete projects.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Ability to work with customers in selection of papers, inks, etc.
- Knowledge of 4-color process and all pre-press applications.
- Working knowledge of paper, ink, computer to plate and offset printing process.
- Ability to work as a team.
- Ability to work under pressure and meet deadlines.
- Ability to meet and work with district employees as well as clients from outside the district.
- Excellent designer computer software skills in Adobe Creative Suite: Indesign, Photoshop, Illustrator and Acrobat Professional; as well as Microsoft Office: Word, Excel, Powerpoint. Must have knowledge of and be able to create Google Docs.
- Knowledge in both Mac and PC computer systems.
- Ability to maintain and save jobs on server.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance and follow the DVUSD Dress Code.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have basic knowledge of computers.
- Ability to operate specific equipment.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- Degree in Graphic Arts or equivalent experience.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.