

11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Forms design, digital graphic design, desktop publishing and photography.
District Policies and Procedures
Industry standard software used in digital graphic design.
Printing and graphic techniques and methods.
Types of paper used in the production of various materials.
Proper use, handling, storage and disposal of hazardous materials
Recordkeeping methods and techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Budget preparation and administration.

Ability to:

Plan and organize work effectively
Operate modern office equipment.
Design camera-ready copy using state-of-the-art desktop publishing and graphic design software.
Operate reprographics equipment safely, effectively and efficiently.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Work independently with little direction.
Exercise independent judgment.

EDUCATION AND EXPERIENCE: Any combination equivalent to: completion of two years of college with major course work in Graphic Arts, Graphic Design, or Marketing and two years of related experience.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of faculty, staff, and students with physical and learning disabilities;

LICENSE AND OTHER REQUIREMENTS: Valid California driver's license.

Graphic Designer / Classified / Range 2

Board Approved: 0 1

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description

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