

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
GRAPHIC DESIGNER**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Management Support	B/2/3	Nonexempt

<u>CLASS SUMMARY:</u>
<p>The Graphic Designer is a standalone class. Incumbents are responsible for producing graphic designs and developing finished print and electronic pieces for marketing, communications, community outreach and related purposes.</p> <p>Duties include developing and graphically constructing newsletters, brand-related materials, posters, brochures, website content, and other documents and materials for multi-media including print and internet.</p> <p>The Graphic Designer is distinguished from other management support classes by the focus on the use of electronic tools to produce communications and related multi-media graphic presentations.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Plans and creates visual treatments for print, electronic, film and other media communication including the use of illustration, photography, color and various software tools to support District needs such as newsletters, ads, posters, flyers, course schedules, brochures, website content, reports, documents, electronic presentations, and other publications.	Daily 40%	B/2
Identifies the internal or external communication messages, art direction, and strategies necessary to achieve community, school and District operations objectives including conducting research and needs assessment.	Daily 20%	B/2
Collaborates with teachers, administrators and other staff to integrate and create copy for assigned communications pieces.	Weekly 15%	B/2
Serves as a technical resource for District personnel regarding communications strategies.	Weekly 5%	B/2
Prepares and maintains records and documentation.	Daily 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	



KYRENE SCHOOL DISTRICT

CLASS SPECIFICATION

GRAPHIC DESIGNER

Training And Experience:

Associate's Degree in related field and two years experience related to graphic design is required; Bachelor's Degree in a related field preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- None

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Graphic design principles and process;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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.



KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
GRAPHIC DESIGNER

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

