Communication Graphic Design Specialist

Purpose Statement

The job of Communication Graphic Design Specialist is to produce professional, attractive designs for district communications in order to support the district’s two-way communication with stakeholders.

This job reports to the Director of Communication Services.

Essential Functions

• Collaborates with Communication Content Specialist for the production of district publications.
• Collaborates with other members of the Communication Services team to support team goals and objectives.
• Coordinates printing of publications and other materials.
• Designs publications, mailings, graphics and other art for the purpose of providing a unified, professional brand image for the district.
• Produces occasional photography at schools and events for district communications.

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; current and emerging technology; office application software; and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working as part of a team; and dealing with frequent interruptions.
**Responsibility**
Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization’s services.

**Working Environment**
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

**Experience**
Job related experience with increasing levels of responsibility is desired.

**Education**
Targeted, job related education with study in job-related area.

**Equivalency**

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<thead>
<tr>
<th>Required Testing</th>
<th>Certificates</th>
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</thead>
<tbody>
<tr>
<td>Job-Related Skills Proficiency Test</td>
<td>Valid Driver’s License &amp; Evidence of Insurability</td>
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**Continuing Educ./Training**

<table>
<thead>
<tr>
<th>Maintains Certificates and/or Licenses</th>
<th>Clearances</th>
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<td>Criminal Justice Fingerprint/Background Clearance</td>
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**FLSA Status**
Exempt

**Approval Date**

**Salary Range**