

## IMPERIAL COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: GRAPHIC DESIGNER

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, plan and organize the activities of the Reprographics Center; coordinate graphics and duplicating activities with other departments, faculty and staff members; provide specialized assistance to faculty and staff regarding graphics projects, web page design, and college marketing and informational materials.

#### REPRESENTATIVE DUTIES:

*The following duties are typical for this classification*

1. Organize, coordinate and oversee the daily operations of the Reprographics Center; assure that work orders are received and prioritized in the order they are needed. *E*
2. Coordinate the production of material for graphics reproduction, duplicating, and the finishing processes; determine printing formats and finishing systems; specify size, style and format of graphics reproductions. *E*
3. Design, create and produce illustrations for class schedules, class catalogs, fact books, postcards, logo design, brochures, letterheads, flyers, envelopes, certificates, plaques, and other projects as requested. *E*
4. Provide assistance to administrators, faculty, students and staff by providing technical expertise regarding digital graphic design, method of reproduction and artistic presentations. *E*
5. Coordinate off-campus printing jobs including calling print shops for quotes, delivering or mailing camera-ready art work and computer files, and receiving and inspecting jobs to ensure quality. *E*
6. Assure adequate stock of paper and other materials and supplies; obtain cost supplies from vendors and suppliers; order required materials in accordance with established purchasing procedures. *E*
7. Assist in photographing special events as assigned. *E*
8. Recommend the purchase, repair or replacement of departmental equipment; maintain and make minor adjustments to equipment. *E*
9. Train and provide work direction and guidance to student assistants. *E*
10. Prepare and maintain basic records related to the status, progress and costs of job projects; assist in managing the reprographics department budget. *E*

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**Board Approved: 06/15/22**

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.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                |
|----|-------------------------------|----|--------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent          |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and |
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- |          |    |  |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter.                              |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels.                                |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a conversation.    |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>2</u> | h. | Ability to lift <u>25</u> pounds.  |
| <u>2</u> | i. | Ability to carry <u>25</u> pounds.   |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals.                 |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*