

PALOMAR COMMUNITY COLLEGE DISTRICT

GRAPHICS SPECIALIST I

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To participate in the creation and design of a wide variety of skilled graphic arts work for instructional, display, informational and promotional purposes; to produce graphic print materials for District use; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Graphics Specialist series. This class is distinguished from the Graphics Specialist II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically an entry level class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Director Graphic Communications.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Design and produce a wide variety of graphic art for printing; produce a wide variety of printed materials for the District including the college catalog, class schedule and education center catalogs.
2. Assist in the overall production of specialized and original graphics for use by various campus agencies; provide a wide range of instructional assistance to graphic arts/communications students.
3. Operate a variety of graphic production equipment including computers and supporting software applications and programs.
4. Answer telephone and assist customers in the print shop; respond to inquiries and complaints; provide information to faculty, staff, students and the general public on graphic services.

PALOMAR COMMUNITY COLLEGE DISTRICT
Graphics Specialist I (*Continued*)

5. Receive and schedule visual communication work requests; fill out proper paperwork; determine size and arrangement of graphics and information for printing and publishing.
6. Create original layouts as requested by staff; enter copy and design information on computer system; edit, proof and print copy.
7. Set up and maintain standards of exposures for various films on process cameras; operate process camera and troubleshoot problems.
8. Maintain screen printing and technical information and supplies; order production and instructional supplies and equipment as needed.
9. Maintain files for visual communication projects.

Marginal Functions:

1. Give tours of the print shop as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and techniques of graphic arts design and production.
Modern office procedures, methods and equipment including computers.
Basic methods and techniques of electronic page layout.
Basic principles and techniques of creating computerized graphics.
Theories and applications of color and form.
Principles and procedures of record keeping.
Appropriate safety precautions and procedures.

Ability to:

Originate and create artistic designs for materials to be used in instructional, promotional and college programs.
Learn to operate computers and supporting software applications and programs.
Learn to use computers and related software to produce camera ready art.
Learn to operate a variety of visual communications related equipment.
Arrange, layout and make effective use of visual materials.
Maintain accurate records.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

PALOMAR COMMUNITY COLLEGE DISTRICT
Graphics Specialist I (Continued)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of visual communication design and production experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in graphic arts or a related field.

WORKING CONDITIONS

Environmental Conditions:

Print shop environment; exposure to computer screens, noise and electrical energy.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; near visual acuity for creating computerized graphics; operating motorized equipment and vehicles.