



GRAPHIC DESIGNER

BASIC FUNCTION

Under the direction of an assigned supervisor, coordinate graphics and duplicating activities with departments, faculty, and staff members. Provides specialized assistance to faculty and staff regarding graphics projects, web page design, and college marketing and informational materials.

DISTINGUISHING CHARACTERISTICS

The incumbent in this position, under minimal supervision, demonstrates a command of graphic design concepts and applications. The work is detail-oriented, and deadline driven requiring the incumbent to manage multiple assignments while maintaining a high level of design creativity.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Use current computer graphics software, word processing, web graphics, networked files, new media resources and computer hardware to design 2D and 3D end products.
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.
3. Design, create, and produce illustrations for class catalogs, fact books, postcards, logo design, brochures, letterheads, flyers, envelopes, certificates, and other projects.
4. Aid administrators, faculty, students, and staff by providing technical expertise regarding digital graphic design, method of reproduction, and artistic presentations.
5. Coordinate off-campus printing jobs including calling print shops for quotes, delivering or mailing, camera-ready artwork and computer files, and receiving and inspecting jobs to ensure quality.

6. Assure adequate stock of materials and supplies.
7. Assist in photographing special events as assigned.
8. Recommend the purchase, repair, or replacement of departmental equipment; maintain and make minor adjustments to equipment.
9. Train and provide work direction and guidance to student assistants.
10. Participate in meetings as assigned.
11. Prepare and maintain basic records related to the status, progress, and costs of job projects; assist in managing the reprographics department budget; complete necessary business forms and adhere to established business policies and procedures.
12. Perform job-related duties as assigned.

QUALIFICATIONS

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.
- Principles of marketing and advertising design.
- Types of paper used in the production of various materials.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Budget preparation and administration.

Skills and Abilities To:

- Plan and organize work effectively.
- 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.

Classification: Graphic Designer / Range: 26 / FLSA Status: non-exempt
Date Last Revised: June 2022 / Date Approved:

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Duties are primarily performed in an office environment. Incumbents have extensive interactions with students. Frequent interruptions. Medium noise level. Demanding timelines.

Physical Demands:

Long periods of sitting and keyboarding requiring repetitive hand movement. Speak clearly and distinctly for the purpose of providing information or over the telephone. Ability to stoop, bend, kneel, crouch, reach, and twist, and to lift, carry, and/or move objects weighing up to 25 pounds.

Vision: See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Making sound decisions and judgements to solve problems. Handle stress of meeting deadlines and demands of job. Communicate with others in fast paced environment.