

GRAPHICS ASSISTANT

CLASS DESCRIPTION

General Responsibilities:

This is a para-professional graphics arts support position that involves researching, requesting and organizing materials; maintaining photo database and archiving; and typesetting, editing and proofing various print and electronic materials. The work also involves producing promotional and program related materials. Work is performed under the general direction of the work area supervisor or manager.

Examples of Duties and Responsibilities:

Organize and maintain information and resources for graphics and marketing activities.

Enter text and images into electronic media storage. Maintain database of resources for current activities and for archival purposes.

Lay out publications using appropriate configuration (booklet, brochure, etc.). Resize and reformat photos. Edit publications. Pre-flight documents for commercial print jobs.

Use graphics programs to rework existing designs and occasionally produce materials such as self-mailers, flyers, brochures, newsletters, reports and study guides to coordinate with the agency's existing design style. Design and update logos and website as requested.

Independently plan and execute multiple projects simultaneously.

Coordinate and implement poster and flyer imprinting.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of photo archiving software such as Extensis Portfolio. Working knowledge of graphic design and current computer-based graphic design software such as QuarkXPress, Illustrator and Photoshop. Knowledge of print production, media and direct marketing. Knowledge of office software for word processing, spreadsheet and data management. Strong organizational skills. Ability to use office equipment effectively, including telephones, copiers, fax machines, computers, etc. Ability to use computer applications such as a word processor and special graphic design software. Ability to execute graphic designs within communication goals. Ability to manage multiple projects and tasks. Ability to work independently, exercise great attention to detail, and establish priorities to meet tight deadlines. Ability to accurately make requested copy and design changes. Ability

to communicate effectively both in writing and orally. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of responsible clerical experience, at least one year of which involved responsibility for designing brochures, newsletters, websites, and other publications which involved layout and photo preparation. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

Requirements for experience with specific software will be established at the time of recruitment.

Department/Division	Comp. Group	Range
Various	20	09

Approved: _____
Brad Wirtz
Human Resources Director

Date