

**Hernando County School
Florida**

FLSA: Non-Exempt, Union

| |
|-------------------------|
| GRAPHIC DESIGNER |
|-------------------------|

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Minimum of two (2) years' experience working within a professional setting
- Apple Macintosh and IBM PC Compatible computer skills
- Thorough knowledge of Microsoft Office Suite and Adobe Creative Suite programs, with an emphasis in Acrobat Pro, Illustrator, and Photoshop
- Must have basic knowledge of printing operations and finishing
- Must possess training in the operation of desktop publishing including storing and retrieving information on multiple file systems
- Must be able to read and use mark-up and proofreader's marks
-
- Familiar with form design and have ability to set them up for desktop publishing, printing and electronic media
- Must be able to operate scanner to input files
- Thorough knowledge of Business English, spelling, grammar, and punctuation
- Must possess a valid Florida driver's license

Desired Qualifications:

- A.A. or A.S. in graphic art, design, communications or related field
- Experience with using Statutorily required computer maintenance management software

Performance Responsibilities:

- Efficiently operate Apple Macintosh and IBM PC Compatible computer or other designated system, in accordance with procedures prescribed by the manufacturer, in order to produce the jobs quickly and efficiently
- Pay close attention to details and be able to follow directions
- Visualize how a job will ultimately appear while still in a rough draft
- Meet schedules and time lines
- Develop and maintain effective working relationships with other employees, and the general public
- Communicate effectively with a variety of audiences, orally and in writing, including electronic media

- Provide general graphic design services; arrange and lay out artwork and copy; select type style and size, fonts, spacing, placement, photos/artwork to be used according to project needs, requests, specifications and audience
- Use good judgement while working independently or cooperatively as a team
- Determine work prioritize and schedule work
- Select appropriate equipment, settings and paper stock for projects; adjust equipment as needed to enhance output of materials; prepare materials needed for processing orders
- Monitor inventory levels of printing supplies; receive, stock, assist with ordering and maintain inventory of supplies; issue requisitions for purchase as necessary
- Communicate with staff and various outside agencies to exchange information to resolve issues or concerns
- Assist other Print Shop staff with design, printing, finishing, etc. as needed
- Maintain equipment in proper working condition; clear paper jams; replace parts and toner and adjust equipment in response to minor malfunctions; perform minor repairs as needed when directed; report major maintenance and repair needs to appropriate personnel
- Establish the correct format for each mechanical making a “dummy proof” when necessary
- Daily use of required computer software
- Responsible for system setup for classifying control forms (or follows existing one) to ensure that each job has continuity in appearance, size, style, etc.
- Efficiently operate computer system using Adobe Photoshop to make halftones, reverses, reductions, enlargements, color and contrast and corrections when necessary
- Operate a variety of reprographic and finishing equipment including high-speed digital copiers, booklet makers, cutters, binders, folders, drills, padding machines, printers, engravers, scanners, computers, assigned software, etc.
- Monitor and stock copiers with proper paper according to project specifications
- “Finish” projects and prepare them by packaging for delivery to clients in a timely manner
- Initiate and receive telephone calls concerning assigned printing functions; greet and assist visitors; confer with staff concerning printing needs, requests, orders, deliveries and time lines
- Provide assistance during emergency situations as required
- Perform other duties as assigned by the Manager of Warehouse, Property Control, Printing & Records and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Warehouse, Property Control, Printing and Records and/or designee

Evaluation:

Annual evaluation done by the Manager of Warehouse, Property Control, Printing and Records and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level P

Job Code:

77642

Board Approved: 08/18/98

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 07/6/15, 10/18/16, 03/20/23, 05/30/23

Graphic Designer