

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6626
Pay Grade: D11

FLSA: Non-Exempt

GRAPHIC DESIGNER

MAJOR FUNCTION:

Performs specialized design, layout, and pre-press work to create computer-generated documents for printing. Work is performed independently under general direction and reviewed through observation and results obtained.

DUTIES AND RESPONSIBILITIES:

- Designs and creates a variety of documents including brochures, posters, transparencies, catalogs, business cards, and handbooks; determines size and arrangement of illustrative material and copy. Selects size and style of type and arranges layout.
- Formats and outputs documents created by other departments.
- Meets with customers to discuss design objectives.
- Scans artwork for inclusion in finished product; corrects and/or enhances color and image quality to produce desired effect.
- Scans, separates, and balances four-color photos.
- Generates proofs on color laser printer; makes revisions or recommendations as needed.
- Proofs documents for spelling, syntax, content, and film specifications.
- Transmits documents to imagesetter for creation of negatives.
- Determines most efficient method of imposition.
- Creates, maintains, and updates forms used districtwide.
- Troubleshoots and maintains computers and equipment; backs up files.
- May prepare manual paste-ups.
- May prepare sketches to provide customers with ideas or for inclusion in finished product.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school, or possession of a GED, plus certified completion of vocational, technical, or postsecondary training in graphic design and four (4) years of experience. Demonstrated proficiency with computer graphics system and related equipment such as drum and flatbed scanners, imagesetter, and color densitometer.

ISSUED: 11/95 SV; BOARD APPROVED: 3/27/96; WC REVISED: 8/04 AK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

GRAPHIC DESIGNER

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time		X			
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Graphic Designer - NR