

**Hernando County School
Florida**

FLSA: Non-Exempt, Union

GRAPHIC DESIGN

Required Qualifications:

- High school diploma or General Education Diploma (GED) Must have skills and knowledge of word processing, , QuarkXPress, Adobe Photoshop, Adobe Illustrator, Microsoft Word, Microsoft Publisher and any other software used in the District
- 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
- Must pay close attention to detail
- Must be able to visualize how a job will ultimately appear while still in a rough draft
- Familiar with forms design and have ability to set them up for desktop publishing
- Must be able to operate scanner to input files
- Ability to work effectively with coworkers and the public
- Must be able to take pictures using a digital camera

Desired Qualifications:

- Studies in graphic art, design or communications
- Experience with using Statutorily required computer maintenance management software

Performance Responsibilities:

- Efficiently operate Apple Macintosh computer or other designated system, in accordance with procedures prescribed by the manufacturer, in order to produce the jobs quickly and efficiently
- Carefully file jobs and maintain an organized system of storing for later recall
- Establish the correct format for each mechanical making a "dummy" when necessary
- Daily use of Statutorily required computer maintenance management 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.
- Examine incoming work orders and determine type and requirements to produce final product
- Execute all designs and artwork for covers, pamphlets, etc., from customer specifications
- Efficiently operate computer scanning system using Adobe Photoshop to make PMT halftones, reverses, reductions, enlargements, color and contrast and corrections when necessary
- 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 & Records and/or designee

Evaluation:

Annual evaluation done by the Manager of Warehouse, Property Control, Printing & 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