

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISIONS APPROVED MAY 2013**  
**RANGE: 43.0**  
**CLASSIFIED**  
**CODE: 4**

## **GRAPHIC ARTIST I**

### **DEFINITION**

Under general supervision, performs manual and electronic functions and tasks related to the creation and preparation of materials for publications, reports, exhibits, displays, web services, public information and instructional projects.

### **EXAMPLES OF DUTIES**

Oversee design quality of all pre-production projects;

ensure all off communications fit within office graphic standards;

manually or electronically create, adapt or modify charts, graphs, posters, illustrations, drawing or brochures, web, displays, recruiting, marketing or other projects that require a graphic illustration;

select or create artwork, color layout and typographical style for the project in concert with the supervisor and/or originator;

meet with clients to discuss, suggest and plan project concepts;

develop and maintain appropriate files necessary to prepare projects on short notice using various of electronic and stationary graphics materials;

work with web department to update electronic documents.

### **QUALIFICATIONS**

#### Knowledge of:

Current graphic design software such as, Adobe Creative Suite (InDesign, Acrobat, Illustrator, Photoshop) and Microsoft Office (Word, Excel, PowerPoint);

printing and press requirements and processes necessary to ensure accurate printing; appropriate English usage, spelling, grammar and punctuation.

#### Ability to:

Ability to work with and communicate with wide array of personalities who perform varied roles within the office as well as community groups and individuals;

establish and maintain cooperative working relationships;

effectively use a variety of artistic media, material and techniques;

create a finished product from a verbal or rough concept;

meet often short and demanding time frames;

follow directions and communicate with supervisor on a frequent basis;

should be proficient in Photoshop, InDesign, and Illustrator and be knowledgeable of the PC and Mac computers;

be a self-starter and work under direct or minimal supervision;

review materials for accuracy, correct spelling, punctuation and grammatical usage.

Experience:

Two (2) years of experience in manual/electronic/graphic arts related printing and other conventional reproduction.

Education:

Education equivalent to the completion of a Associate of Arts degree, including or supplemented by coursework or training in printing, graphic arts, layout, design, or closely related subject areas.

Or, at least five (5) years of on-the-job experience and demonstrated competency and knowledge of job requirements.

Conditions of employment:

Applicants are to submit a portfolio of past work and take a performance test to measure their skills.

Applicants who qualify for an interview will be asked to provide a portfolio of work reflective of the requirements listed in the job description.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

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