



REQUISITION NUMBER: 6083-1
AMENDED

**JOB ANNOUNCEMENT
LEAD GRAPHICS SPECIALIST
COMMUNICATIONS DEPARTMENT
CLOSING DATE: June 28, 2017**

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- Associate of Arts Degree in graphics arts/communications technology, English/Journalism or other related field OR equivalent college hours.
- Bachelor's Degree (preferred)
- Three (3) years' experience designing for publications. Must provide a sample portfolio if called for an interview.
- Must have satisfactory outcome of fingerprinting check prior to starting employment. Non-refundable fee paid by employee.

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Highly skilled in use of Macintosh computers and proficient in Adobe software, to include but not limited to, InDesign, Illustrator, PhotoShop, Bridge and Flash, as well as digital drawing tablet.
- Highly skilled in creating original art and design.
- Knowledge of computers, computer peripheral equipment.
- Audio-visual presentation methods and techniques preferred.
- Very knowledgeable about various digital art files including but not limited to .png, .eps, .tif, .jpg and how they apply to web and print applications.
- Skill in Window-based software including but not limited to Microsoft Office Suite (Word, Excel, Powerpoint)
- Skill in converting a concept to a final product (print and electronic)
- Skill in grammar, punctuation, and proofreading fundamentals.
- Skill in working with commercial printers and preparing specifications to include paper stocks, finishes, coatings, Pantone colors
- Skill in managing multiple projects and meeting deadlines.
- Skill in the use of professional photo equipment, software, SLR cameras, and peripherals, including strobes, continuous lighting and portable flash equipment.
- Skill in working in a networked and shared directory environment.
- Ability to troubleshoot and resolve basic, multimedia, computer and software issues.

***** Selected applicants will be required to show a professional work portfolio and demonstrate skills by completing job simulations.**

ESSENTIAL FUNCTIONS

1. Creates and designs District newsletters, brochures, posters, ads, charts, graphs, flyers, logos, and other print/web/electronic materials, and multimedia presentations.
2. Gathers information through research and interviews with clients about needs and offers guidance
3. Acts as the official photographer for NISD; provides photographic support for all publications.
4. Works with commercial printers on papers and colors specification and quotes/bids.
5. Maintains the "Northside look" on all publications and art.
6. Assists NISD Web Office and NISD-TV by providing artwork and original/creative ideas
7. Consults with other District department or campus staff on their print media and publications.
8. Perform other duties as assigned.

WORKING CONDITIONS

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Daily attendance and punctuality at work are essential functions of the job.

REPORTS TO: Executive Director

TYPE OF ASSIGNMENT: Full-Time, Non-Exempt

DAILY RATE: \$182.62

MINIMUM WORK DAYS: 226

PAY GRADE: DC09

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.

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