

San Antonio ISD

Job Description

GRAPHIC DESIGN SPECIALIST



Opening: August 25, 2017
Reports To: Director – Printing Services
Pay Grade: Administrative Management – Job Group 3

Closing: September 11, 2017
Wage/Hour Status: Exempt
Rev: 08-2017

Terms of Employment:

12 months/ 230 days per year. Salary is at Administrative Management Job Group 3 on the SAISD Compensation Plan on an At-Will agreement. The entry level is at an annual rate of \$41,636.90 with additional consideration for directly related experience.

Application Process: Please apply online at our district website, www.saisd.net. Select the “Careers” tab and then “Job Openings” to find the position and apply.

Primary Purpose:

Under the direction of the Director of Printing Services, the Graphic Design Specialist will oversee and develop a wide variety of complex graphic design projects at the District and campus level for both online and print productions. This includes publications, brochures, website graphics and other marketing materials. This strategic, conceptual thinker will have a wide range of design capabilities and experience, with a solid background in visual communications, print, digital, photography, video, branding and typography.

Minimum Qualifications:

Education/Certification:

- Bachelor’s degree in graphic design, advertising or related discipline
- Must have reliable transportation and have valid Texas driver’s license and a good driving record. Must meet and maintain liability insurance coverage eligibility
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

Special Knowledge/Skills:

- Strong organization skills with the ability to manage and execute multiple projects.
- Strong layout skills and print production work experience.
- Outstanding customer service skills and a cooperative attitude
- Solution oriented, hard worker who is passionate about visual design and marketing.
- Proactive, with the ability to work well independently and as a team.
- Ability to draw and render with the Adobe Creative Suite
- Proficient in Microsoft Office Applications
- Possess and demonstrate good oral and written communication skills
- Ability to visualize the abstract idea into concrete images and graphic presentations.
- Ability to take customers’ verbal input and transform it into graphic representations

Experience:

- Five (5) years of experience in branding, print and web design, working within an in-house creative department or other creative team environment.

Major Responsibilities and Duties:

(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)

- Designs, develops and project manages a wide variety of complex graphic for print media, brochures, newsletters, displays, charts and graphs, exhibits, posters & signage, PowerPoint presentations, annual reports, special publications and marketing materials district wide.
- Oversees that all work consistently meets established brand standards and guidelines
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment
- Daily attendance and punctuality at work are essential functions of the job
- Minor traveling to on-site locations

SUPERVISORY RESPONSIBILITIES:

- None

EQUIPMENT USED:

- Core competency of the Mac-based graphic-computing environment
- Expertise in multiple software packages such as the Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Acrobat, MS Word, PowerPoint, and Excel
- Office equipment – personal computer, printer, calculator, multi-line telephone copier and fax machines, scanner, laminator, 3 hole punch
- File servers with Windows server based operating systems
- Internet connectivity servers, database servers, web servers, general network appliances

WORKING CONDITIONS:

Mental Demands

- Maintain emotional control under stress
- Work with frequent interruptions

Physical Demands

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, distinguishing colors, driving, traveling
- Occasional: standing, walking, climbing, bending, crouching, pushing-pulling, reaching above, repetitive hand-wrist motion, elbow, working at heights; Often: carrying, lifting- lowering 1-50 lbs. +
- Ability to work appropriately with others in close proximity

Environmental Factors:

- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise, low or intense illumination, vibration
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours.

Employee Acknowledgement: _____ Date: _____

Hiring Administrator: _____ Date: _____