

Salem-Keizer Public Schools Job Description

7/10	GRAPHIC ARTIST TECHNICIAN	2.6.3
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PURPOSE

To improve student achievement by performing skilled art design in the preparation of drawings, graphs, displays and layout in support of schools and departments.

CLASS CHARACTERISTICS

Employees in this position perform technical design work for district departments and schools. They are expected to be fully trained in all aspects of design, layout, art work, and publication.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice and decisions and that work is reviewed occasionally while in progress and upon completion.

EXAMPLES OF DUTIES – may include, but are not limited to, the following:

Receiving rough copy for transparencies, brochures, manuals, special reports, bulletins, and displays; reviewing material to determine appropriate illustrations; assisting in planning the layout for publication.

Preparing final layout design and performing finished art work using appropriate art materials.

Designing and executing lettering.

Designing and completing a variety of graphic and pictorial presentation charts freehand and on computer.

Working from rough design or verbal descriptions in producing a variety of teaching aid illustrations; researching subject area as needed.

Advising administrative personnel and faculty members on the proper method for production of illustrative materials.

Working with photo prints, copying, fitting, building contrasts, and creating overlays for illustration layouts.

Adapting negatives for offset duplication through retouch and opaque processes.

Maintaining file of illustration materials.

Maintaining stock of illustration tools and equipment.

Preparing work reports; ordering supplies as needed.

Possibly performing clerical duties in assigned office.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and techniques of the art of layout design and illustrating.

Materials and equipment used in the preparation of illustrative materials.

Principles and methods of editing and printing materials for publication.

Principles and practices of photography.

Operation of projection equipment.

Principles and practices of desktop publishing.

Ability to:

Perform skilled art work.

Perform intricate lettering, both freehand and with drafting instruments.

Perform all operations necessary to the preparation of photo prints for reproduction.

Prepare original art work in support of the printing process.

Keep records and files of work performed.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible skilled art illustration and design experience.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in art work or mechanical drawing or a related field is desirable.

WORK ENVIRONMENT:

Climate controlled office settings and exposure to minimal noise intensity levels. Exposure to noise levels from moderate to loud and occasional to frequent time periods.

Moderate to high level of contact with district personnel and outside vendors based on location.

PHYSICAL REQUIREMENTS:

Frequent reaching, handling, handwork, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices

Strength: Sedentary/Heavy – Exert force to 25-50 pounds frequently, and up to 10 pounds constantly or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Graphic Artist Technician

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____