

Job Title: OPS Graphic Designer

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

Incumbents design communication materials in various forms. Responsibilities may include identifying customer needs; designing layouts, artwork, flyers, websites, forms, etc.; taking photographs; designing logos or similar graphics; developing multimedia presentations; and maintaining records of activities.

Requirements:

Education:

Associate's degree in graphic design.

Experience:

Two years graphic design experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Graphic design techniques and principles;
- Document design and layout principles;
- Promotional methods;
- English language, grammar, and punctuation;
- Recordkeeping principles;
- Computers and related software applications.

Skills:

- Designing promotional layouts and graphics;
- Editing and proofreading materials;
- Maintaining operational records;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Designs layout for ads and promotional materials, which includes creating designs, determining size and arrangement of text and illustrative material, updating and enhancing designs, and proofreading and editing materials as necessary.	Daily 50%
2.	Develops graphic designs, logos, multimedia presentations, and related marketing materials.	Daily 40%
3.	Prepares and maintains a variety of operational records and files.	Daily 10%
4.	Performs other duties of a similar nature or level.	As Required

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