

Graphic Artist II

Position Details

Class Code: 1120

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs, plans, creates and lays-out publications, visual aids and all related illustrated materials using conventional and computer aided techniques.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Creates, designs, and lays-out various publications, brochures, visual aids, and related materials.
2. Determines and advises administrators and school personnel of the most artistic, efficient, and economical method of presenting and reproducing materials.
3. Plans and schedules work, establishing deadlines in cooperation with the reproduction unit and the photographic unit.
4. Executes, designs, and selects art techniques; requisitions supplies and materials such as paper folders, and various types of inks, paints, and types, to produce desired effects.
5. Cooperates with photographer in selection of photos; designs letterheads, mastheads, and displays for various departments.
6. Supervises typography including type setting for body and deadline type-marks, and specifies type.
7. Estimates cost, time, and materials per assignment for budget purposes.
8. Conforms to safety standards, as prescribed.

9. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves a variety of tasks relating to the preparation of artwork and materials for reproduction.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computer graphics production methods and graphics software.
 2. Knowledge of commercial art.
 3. Knowledge of typography.
 4. Knowledge of techniques and materials used in visual presentations.
 5. Knowledge of offset printing and related equipment.
 6. Ability to meet and confer with administrators.
 7. Ability to work independently and with limited supervision.
 8. Ability to work under pressure and meet deadlines.
 9. Ability to interpret and follow written and verbal instructions.
 10. Ability to supervise and evaluate.
 10. Ability to relate well with administrators, employees, and the public.
 11. Ability to recognize and report hazards and apply safe work methods.
 12. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years of training in commercial art, or, graphic design; and, three (3) years' experience in commercial art; or,
Five (5) years of professional work experience in commercial art or graphic design.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.).
 3. Commercial Art or graphic Design Training documentation (i.e., certificates, transcripts, etc.).
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - schools and administrative offices/departments.

Work Environment

Strength

Medium - exert force of 20 to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Offset press, process camera, film processor, computers, printers, scanners, collator, paper cutter, laminator, telephones, calculators, copy machines, fax machines, various hand tools, cleaning solvents, telephones, filing cabinets/equipment etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/09/23
- Created: 06/01/89