



Job Title: **Graphic Designer and Web Design Assistant**

Department: **Communications**

Supervisor: **Director of Communications**

Lane Placement: **ESP Lane 9**

Schedule: **8 hrs. / 242 days**

Evaluation Group: **JCES**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Director of Communications, the Lead Graphic Designer and Web Design Assistant will design print, electronic and multi-media materials, including public relations and marketing collateral, advertisements, and other promotional media for the District and Canyons School District Education Foundation. This position requires expertise to collaboratively update and maintain the District Web site and employee intranet; develop and specific departmental and school Web sites; design graphics; upload data; and assist in designing and branding templates, installing extensions, and developing schools' sites to match their specific requirements.

ESSENTIAL FUNCTIONS

- Create and support brand identities, designs, illustrations, and other creative assets.
- Manage and support the District graphic design needs.
- Collaborate on design of District and Foundation publications, including print, online, and multi-media formats.
- Collaborate on design and maintenance of employee intranet.
- Develop and maintain District departmental and school Web sites.
- Assist with ongoing redesign of the District Web site.
- Suggest improvements and additions to the Web site relating to navigation and content.
- Develop and maintain a web-based delivery mechanism.
- Meet tight deadlines and work within set timelines.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Bachelor’s degree preferred.
- Minimum of two years previous job experience; mix of public and private sector preferred.
- Expertise in Web site design and usability, HTML, Joomla CMS, CSS, and Basic PHP.
- Expertise in graphic design and design software, including Adobe Creative suite (i.e., Photoshop, InDesign, and Illustrator).
- Superb design and artistic skills, initiative and creative abilities.
- Strong interpersonal communication and public relations skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (10) pounds.
 - Work on computer based equipment for extended hours
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.
It is the employee’s responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/8/2020