



Job Title: **Graphics Technician**

Department: **Communications**

Supervisor: **Web Developer Manager**

Lane Placement: **ESP Lane 5**

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

Evaluation Group: **JCES**

FLSA Classification: Non - **Exempt**

## **JOB DESCRIPTION**

Under the supervision of the Web Developer Manager, the Graphics Technician 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 specific departmental and school Web sites; produce video, design graphics; upload data; and assist in designing, branding and developing schools' sites to match their specific requirements. The Graphics Technician will assist with web site updates and development, including creation of custom graphics. They will perform tasks related to graphic design, layout, desktop publishing, proofreading, photography, video editing, event support and other duties related to the communications department.

## **ESSENTIAL FUNCTIONS**

- Assist with the creation and support brand identities, designs, illustrations, and other creative assets.
- Provide support with the District graphic design needs.
- Produce video and upload to third parties.
- Collaborate on design of District and Foundation publications, including print, online, and multi-media formats.
- Collaborate on design and maintenance of employee intranet.
- Assist with the maintenance and updating of 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.
- Meet tight deadlines and work within set timelines.
- Deals with preparation of illustrative materials from artists and vendors.
- Ensures that all design elements, templates and finished solutions work within the requirements for ADA compatibility and any legal requirements.
- Works with various departments on the style and approach for all projects.
- Provides design elements, comps, templates, and finished solutions.
- Participates in efforts to improve quality of Web sites and other electronic publications as required.
- 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.

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| <ul style="list-style-type: none"> <li>• 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.</li> <li>• To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.</li> </ul> |
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## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Associates degree in graphic design, art or related field or equivalent academics preferred.
- Two years' experience in graphic design or art design, video editing, photography with a mix of public and private sector preferred.
- Strong knowledge of other graphic and artist related software systems and applications.
- Commercial experience in graphic design and video production software, including Adobe Creative suite (i.e., Photoshop, InDesign, Premiere and Illustrator).
- Superb design and artistic skills, initiative and creative abilities.
- Strong interpersonal communication and public relations skills.
- Working knowledge of software including: Director, Camtasia, Fireworks, Soundforge, Photoshop, Dreamweaver, ImageReady.
- Ability to coordinate with internal and external groups.
- Experience with audio/video technologies is highly desirable.
- Experience with photography technologies is highly desirable.
- Strong professional written communication skills required.

**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 twenty (20) 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](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_ HR \_\_\_\_\_

Effective date: 6/8/2020