

North Central Educational Service District
Job Description – Graphic and Web Designer

Title: Graphic and Web Designer
Department: District Office
Classification: Classified
Supervised by: Superintendent or Designee
Work Year: Assigned by Superintendent

Job Purpose Statement:

The purpose of the Graphic and Web Designer is to support the membership districts with materials needed to enhance instruction, special events and meetings; ensures the safe and efficient operation of reproduction services; and delivers completed materials within established time frames. Graphic and Web Designer also provides web design and management.

Job Qualifications: Education and Experience:

- High School diploma or equivalent;
- Advanced college and/or vocational training in web design or graphic arts preferred
- Experience in a similar position is preferred.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Valid Driver's License and evidence of insurability
- Successfully pass district background screening

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software, including Microsoft Office and web design and application
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Sets and attains high level of expectations with a commitment to using available resources in a way that accomplishment occurs.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Essential Job Functions:

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

1. Calculates resource estimates (e.g. personnel time, material costs, etc.) for purpose of printing and/or duplicating.
2. Creates layouts of district/building forms for the purpose of providing clear, easy to follow materials/forms.
3. Inspects print jobs for the purpose of completing jobs within requested specifications, quality standards and quantity requirements.
4. Maintains a variety of files and records (e.g. print orders, department billing files, maintenance agreements, etc.)
5. Maintains machines, equipment, tools and work areas for the purpose of ensuring a safe working environment and the availability of items within a specific time frame.
6. Monitors the supply inventory for the purpose of ensuring required materials are available.
7. Operates a variety of equipment (e.g. copier, drill, binder, collating machine, etc.)
8. Prepares printing job/s (e.g. binding, collating etc.) for the purpose of packaging jobs for distribution.
9. Prints all standard forms, form catalogue and other documents (e.g. announcements, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, special events and meetings.
10. Respond to all clientele in a cordial and courteous manner.
11. Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
12. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
13. Requires the use of multiple communication systems, such as electronic mail and computers.
14. Maintains and manages District Web Page Design and Communication with current and accurate information.
15. Comply with all District policies and all applicable laws.
16. Perform special assignments and other duties as assigned or required by the supervisor.

Educational Skills:**Language & Communication:**

- Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures.
- Ability to read and comprehend instructions, correspondence and memos.
- Ability to speak effectively with other employees and/or students
- Ability to effectively present information and respond to questions from groups of administrators, managers, employees, clients, customers, and/or the general public
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from individuals or groups.

Mathematical:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Ability to apply concepts of basic algebra and geometry.
- Ability to make accurate mathematical computations or apply standardized statistical procedures.

Reasoning Ability:

- Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

North Central Educational Service District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

Updated March 18, 2019

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other ESD staff, ESD Districts, and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

Physical Requirements:

1. In an eight-hour day employee may:

- | | | | | |
|---------------|-------------------------------|---|----------------------------------|---|
| a. Stand/Walk | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-4 hrs | <input type="checkbox"/> 4-6 hrs | <input type="checkbox"/> 6-8 hrs |
| b. Sit | <input type="checkbox"/> None | <input type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input checked="" type="checkbox"/> 5-8 hrs |
| c. Drive | <input type="checkbox"/> None | <input checked="" type="checkbox"/> 1-3 hrs | <input type="checkbox"/> 3-5 hrs | <input type="checkbox"/> 5-8 hrs |

2. Employee may use hands for repetitive:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Single Grasping | <input checked="" type="checkbox"/> Pushing and Pulling | <input checked="" type="checkbox"/> Fine Manipulation |
|---|---|---|

3. Employee may use feet for repetitive movement as in operating foot controls:

- | | |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|-----------------------------|

4. Employee may need to:

- | | | | |
|-----------------|-------------------------------------|--|-------------------------------------|
| a. Bend | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| b. Squat | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| c. Climb Stairs | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |
| d. Lift | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not at all |

5. Lifting:

- | | |
|---|--|
| <input type="checkbox"/> Sedentary Work: | Lifting 20 pounds occasionally with frequent sitting and occasional standing/walking. |
| <input type="checkbox"/> Light Work: | Lifting 25 pounds occasionally with occasional sitting and occasional standing/walking. |
| <input checked="" type="checkbox"/> Medium Work: | Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking. |
| <input type="checkbox"/> Medium Heavy Work: | Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking. |
| <input type="checkbox"/> Heavy Work: | Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking. |

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

Agreement

I have reviewed the requirements and expectations for the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for the knowledge of its contents.

The statements contained herein reflect general details necessary to describe the principle functions required of this position, the level of knowledge and the skill typically required and the scope of responsibility.

I, _____ have read and received a copy of this job description. I understand the expectations required for this position and that a copy of this job description will become part of my personnel file.

Employee Signature

Date