

## DISPLAY AND GRAPHICS DESIGNER

### DEFINITION

Participates in the work of a unit that provides graphic arts, display and chart designs, and photographic services for displays, charts, publications, and other printed material used in promoting District programs.

### TYPICAL DUTIES

Performs graphic arts and display work and maintains quality control and work records.  
Provides technical and creative design advice to District administrators, senior staff, support staff, and offices and schools, as requested.  
Orders graphic arts and photographic supplies and equipment and monitors maintenance of inventories.  
Participates in taking, developing, enlarging, retouching, mounting, copying, and printing photographs.  
Operates a variety of still cameras in taking photographs.  
Operates computer-generated typesetting equipment to produce text and display type for publications and charts.  
Creates original art with computer-generated presentation equipment.  
Provides technical advice in the selection of paper stock, ink, and methods of binding for a variety of publications.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Display and Graphics Designer participates in graphic arts and photographic services.

A Senior Illustrator prepares illustrated material from rough notes or oral instructions with great latitude for independent judgment.

### SUPERVISION

General supervision is received from the Director of Translations. Work direction is exercised over lower level technical personnel.

### CLASS QUALIFICATIONS

#### Knowledge of:

Principles of design, graphic arts, printing, and photography  
Methods, processes, techniques, equipment, and materials used in the design and fabrication of displays  
Operating methods and techniques employed in a photography laboratory  
Photo typesetting and process camera equipment  
Use of computer-generated typesetting equipment  
Use of computer-generated presentation programs

Ability to:

- Organize and coordinate the work of others
- Train others in creative design, layout, and photographic work in the preparation of displays, charts, and publications
- Advise administrative personnel regarding displays, photography, publications, and related subject matter and equipment
- Work effectively with senior administrative and supervisory personnel

ENTRANCE QUALIFICATIONS

Education:

Two years of graphic arts training in a recognized college, university, professional, or trade school. Additional qualifying experience may be substituted for the required training on a year-for-year basis.

Experience:

Three years of experience in the photographic or graphic arts field that included the design and production of publications and the design and preparation of exhibits or promotional displays and presentation by conventional and computerized methods.

Special:

A valid California Driver License.  
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or to change typical duties of the position at any time.