



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Avenue - Hemet, CA 92545 - (951) 765-5100

**INSTRUCTIONAL PUBLICATION CENTER-GRAPHIC DESIGN
TECHNICIAN**

JOB SUMMARY

Under the direction of the Instructional Publication Center Manager, the Graphic Design Technician is responsible for creating, designing, overseeing and deploying original electronic and print materials and communications to promote the Hemet Unified School District, its students, families, staff, programs, accolades and initiatives. Candidate will be responsible for creating and implementing design standards and ensuring the fidelity of the standards. Candidate will work closely with staff across the organization. This position will be a key part of the Instructional Publication Center efforts in creating original design content.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Designs, improves, and regularly updates the print content;
- Manages and maintains all aspects of Instructional Publication Center website;
- Uses modern graphic design expertise to produce brochures, infographics, social media-oriented graphics, signage, promotional items, tradeshow graphics, websites, web ads, video graphics, charts, and graphs and other visual concepts, layouts, images and content;
- Uses Adobe Illustrator, InDesign, and Photoshop on a variety of in-house design projects including signage, flyers, and displays;
- Works collaboratively with staff to create and edit content for print;
- Creates dynamic graphics and content for HUSD presentations;
- Creates forms, charts, electronic surveys and other data collecting solutions;
- Proofreads and fact-checks the organization's communications before publishing content;
- Designs and produces subject-matter reports for the Instructional Publication Center;
- Responds to general design inquiries such as logo requests, re-sizing needs and general formatting;
- Supports and identifies ongoing design needs such as document updates, template population and field requests;
- Performs related duties as assigned;

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- Word processing and design software, including Word, InDesign, the entire Adobe Suite, and Acrobat Professional;
- Strong communication and writing skills;
- English, grammar, spelling and punctuation;
- Effective time management and customer relations;
- Organizational skills;
- Typography, design, color and layout skills;

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KNOWLEDGE OF (cont'd)

- X/HTML;
- CSS;
- W3C web standards;
- File Maker Pro;
- PHP and JavaScript;
- Google Analytics;
- Website design software;

ABILITY TO:

- Identify design specifications and needs
- Work in a fast-paced environment
- Handle multiple tasks
- Respond effectively to unexpected challenges
- Work both independently and collaboratively with team members and staff across the organization
- Address problems using reasoning and judgement to develop practical and creative solutions as needed
- Learn new software and software updates
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Effectively present information and respond to questions from groups of managers, clients, customers and the general public

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); a Bachelor's degree in communications, marketing, and/or graphic design preferred. Two years of relevant work experience in graphic design field is preferred. Work experience in related field may be substituted for education on a year-for-year basis. Experience working with social media staff and web design consultants strongly preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands:

Seeing to perform activities

Prolonged sitting

Hearing and speaking to exchange information

Lifting up to 50 lbs.

Dexterity of hands, wrists and fingers to operate a computer keyboard

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Working Conditions:

ENVIRONMENT:

Indoor environment; driving a vehicle to conduct work

EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 39

August 2018