

# NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Graphic Design Technician	Range:	39
Date Revised:		Date Approved:	May 8, 2001

## **PRIMARY PURPOSE**

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This position is responsible for assisting with the production of brochures, flyers, catalogs and other similar publications for the colleges, School of Continuing Education, and District offices.

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## **ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

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| 1. | Designs and typesets forms, charts, simple to moderate level posters, flyers, covers and related items (to District standards).  |
| 2. | Maintains and monitors the job schedule board and reviews incoming jobs with the Graphic Designer  |
| 3. | Assists District personnel with the development of design concepts and ideas; provides basic to moderate-level technical advice and assistance in the use, development, production and application of graphic materials. |
| 4. | Operates a variety of equipment used in graphic design such as darkroom equipment, platemakers, scanners, and printers.  |
| 5. | Recommends methods for getting projects done that will simplify the process and result in a cost savings for the client.   |
| 6. | Maintains current knowledge of technical advancements in graphic arts methods, techniques and equipment.   |
| 7. | Trains and provides work direction and guidance to others as directed.   |
| 8. | Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.  |
| 9. | Performs related duties as assigned.   |

## **OTHER FUNCTIONS**

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In addition to the essential functions, assists in collating, folding and assembling finished product materials as directed.

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### **WORKING RELATIONSHIPS**

The Graphic Design Technician maintains frequent contact with various District employees and vendors.

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### **EDUCATION AND EXPERIENCE**

High School Diploma or equivalent and two (2) years of experience in graphic arts or a related field, including the use of specialized software in graphic design, communications, production techniques, and design skills.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of darkroom procedures and photographic techniques; negative production; platemaking  
Knowledge of procedures for the testing, calibration and adjustment of equipment  
Knowledge of layout design methods and techniques; printing techniques  
Knowledge of multi-color design for desktop publishing  
Knowledge of graphic arts software applications  
Knowledge of typography and type specifications  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Ability to assign and review the works of others  
Ability to plan, organize and prioritize work  
Ability to work independently with little direction  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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### **SPECIAL REQUIREMENTS**

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### **WORKING CONDITIONS**

District print shop environment; subject to noise and fumes from equipment; exposure to hazardous printing chemicals; subject to lifting (up to 25 pounds unassisted); subject to sitting for long periods at a time (up to 2-3 hours). Repetitive use of upper extremities including hand coordination activities.

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