

CITY OF LAKE ELSINORE
GRAPHICS TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs responsible work associated with the production of City newsletters, brochures, and other public information materials; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Graphics Technician is the journey level class expected to perform the full scope of duties assigned to this classification.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Finance Manager. Does not supervise other staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Prepares newsletters, brochures, pamphlets and flyers to promote City programs and services.
- Prepares public informational materials using desktop publishing software including: Adobe Photoshop, Illustrator, and InDesign.
- Coordinates Communications projects with other City departments.
- Assists in maintaining the City's website and social media accounts.
- Assists in preparing and setting up presentations in PowerPoint and similar programs.
- Adheres to City and departmental policies and procedures, and performs related duties assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Graphics Technician. A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible design experience, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Mac and PC compatible personal computers; word processing; spreadsheets; graphics; and/or desktop publishing programs.

Ability to:

Research, analyze, and make sound recommendations. Communicate clearly and concisely, orally and in writing. Establish and maintain effective working relationships with the public, community groups, agencies, media, and staff. Exercise good judgment, courtesy, and tact with the public, staff, and other agencies. Utilize quality customer service skills and techniques. Demonstrate competence in the use of desktop publishing software and personal computers.

Skill to:

Operate standard office equipment, including a computer and variety of word processing and software applications.