

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Production Graphic Designer

BASIC FUNCTION: Under the supervision of the area Vice President, performs a variety of duties in the production of documents and publications, including computer applications, graphic design, concept development, and layout for offset press.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Develops and designs major educational products and publications while working with strict deadlines using required software including, but not limited to Photoshop, Illustrator, QuarkXpress, PageMaker and InDesign to produce projects to be used in advertisements, printed pieces and large format printing.
2. Interprets customer ideas to produce digital artwork and documents utilizing design techniques in a professional cost-effective manner; works with customers to coordinate needs and final proofs to ensure accuracy in the final product.
3. Maintains up-to-date knowledge of new software and software upgrades used in design production by utilizing research, manuals, and attending conferences.
4. Works with Production Printing Specialist and Production Printing Coordinator to prioritize printing projects; meets deadlines and maintains a daily tracking of jobs in progress.
5. Provides technical advice and troubleshooting for district employees, campus publications, and outside design projects.
6. Operates large format printer, laminator and performs routine maintenance as needed.
7. Assists in determining design needs and the development of procedures and systems to create an effective work flow environment.
8. Maintains an inventory of materials and supplies used in the design area and for the large format printer.
9. Offers guidance and directs student help as needed.
10. Assists students and instructors as needed.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: Two years of closely related work in publications development, which includes one and one-half years of full-time experience on computers with familiarity of related software are required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Knowledge of digital imaging process is desired. Color, balance, and good layout techniques are essential; the offset process is essential.

ABILITY TO: Communicate tactfully in pressure situations; keyboard at a speed of not less than 30 net words per minute; effectively estimate completion times of assigned work; work well with staff, faculty, students, and the public.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, clients, students, other departmental personnel, and faculty.

WORKING CONDITIONS: Normal graphics production environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.