

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Graphic Designer	<u>CLASS NUMBER:</u> 30701	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N10	<u>POSITION CONTROL #:</u> 100517
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Public Information Officer (100510)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Graphic Designer classification is to create documents, presentations, and online content for the department, including designing, writing, editing, and desktop publishing.

JOB DUTIES:

Prepare page layouts to position and space articles and illustrations. Review website content to ensure accuracy and timeliness of information/images. Coordinate agency website updates and report problems to the Data Center. Consult with deputy director and supervisor to plan/develop web pages. Respond to questions from agency staff pertaining to the website and delivers responses to staff. Assist with writing, editing, and proofreading articles for online presentation and print publications.

Provide desktop publishing, layout, design, typeset and camera-ready/print-ready copy of agency related materials. Assists with publication of agency newsletter. Attend agency events to operate still photography/digital camera. Coordinate processing of film. Scan pictures/clipart into desktop publishing system.

Design, set up, and decorate for job fairs, health fairs, events, etc. Assist with development of information and coordination of educational activities and displays. Implement internal promotion activities and assists with any other special events. Operate a still photography camera/coordinates processing of film. Maintain digital photo file. Maintain files on personal computer system. Set up and provides tech support for audio/visual equipment.

Work closely with vendors to request quotes and place orders. Must provide transportation to and from agency and community events. Responsible for submitting proper invoices to fiscal department. Serve as representative on committees/panels, as directed. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; human relations; agency policy and procedures; interviewing. Skill in equipment operations. Ability to carry out instruction in written, oral or picture form; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; proofread technical materials, recognize errors and make corrections; use proper research methods in gathering data; originate and/or edit articles for publication; gather collate and classify information about data, people or things; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; demonstrate strength to lift up 20 lbs.; demonstrate dexterity to stand on ladders to hang banners/posters, etc.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in computer animation, multimedia, or graphic arts, with three(3) years of experience in graphic or web design.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date