

CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION
Position Closing Date: September 4, 2014

VEGAS PBS - GRAPHIC ARTIST

Class Code: 3123
Job Family: Broadcast/Communications
Classification: Support Staff
Terms of Employment: Pay Grade 55 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, designs, plans, creates, and lays-out publications, visual aids, and all related illustrated material using conventional and computer aided techniques.

TO APPLY:

Please register at https://ccsdjobs.searchsoft.net/ats/app_login?COMPANY_ID=MA000239 to complete your application and upload your resume and supporting documentation.

SALARY:

Placement will be at Grade 55 (starting salary of \$22.46/hr., plus benefits) of the negotiated Support Staff Salary Schedule. Months and hours may vary depending on assignment. Placement will be made in accordance with Clark County School District regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Creates, designs, and lays-out various publications, brochures, ads, logos, signage, visual aids, digital art, and related material across all media platforms (i.e., print, Internet, on-air, Social, etc.).
2. Determines and advises Vegas PBS employees of the most artistic, efficient, and economical method of presenting and reproducing materials.
3. Plans and schedules work and establish deadlines in cooperation with Vegas PBS Content Department administrators and Vegas PBS Public Information and Media Manager.
4. Designs and creates materials (i.e., brochures, signage, logos, etc.) for Vegas PBS departments which provide broadcast and non-broadcast services to educators, workforce trainers, event planners, and corporate sales.
5. Executes, designs, selects art techniques, and requisitions supplies and materials (i.e., paper folders, stock photos, various types of inks, paints, and type) to produce desired effects.
6. Cooperates with Vegas PBS Content Department administrators and Vegas PBS Public Information and Media Manager in selection of photos, designs letterheads, mastheads, and displays for Vegas PBS.
7. Supervises typography including, type setting for body and headline type-marks and specifies type.
8. Estimates and tracks cost, time and materials per assignment for budget, and reporting purposes.
9. Ensures all materials have the look and feel of the Vegas PBS explorer brand and assists in managing and evolving brand standards.
10. Ensures all design projects are delivered on time and within budget.
11. Conforms to safety standards, as prescribed.
12. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves a variety of tasks relating to the preparation of artwork and materials for reproduction. Possess creativity, communication, problem solving skills, and familiarity with computer graphics and design software.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Proficiency in computer graphics production methods and creativity and design software (i.e., Adobe Creative Suite and Microsoft Office Suite).
2. Knowledge of United States Postal Service (USPS) rules and regulations for nonprofits.
3. Knowledge of social, cultural, and psychological factors of the target audience.
4. Knowledge of commercial art.
5. Knowledge of typography.
6. Knowledge of techniques and materials used in visual presentations.
7. Knowledge of offset printing and related equipment.
8. Ability to meet and confer with administrators.
9. Ability to work independently and with limited supervision.
10. Ability to work under pressure and meet deadlines.
11. Ability to interpret and follow written and oral instructions.
12. Ability to supervise and evaluate.
13. Ability to relate well with administrators, employees, and the public.

14. Ability to recognize and report hazards and to apply safe work methods.
15. Ability to select appropriate fonts, colors, images, layouts, and other visual elements for all illustrated materials.
16. Ability to incorporate text from copywriters.
17. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District and at Vegas PBS.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Associates Degree in Graphic Art or Design, and three (3) years of professional work experience in commercial art or graphic design; or, Bachelor's Degree in Graphic Design or related field and one (1) year of professional work experience in commercial art or graphic design.

Licenses and Certifications:

None Specified

Preferred Qualifications:

None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s).
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Vegas PBS offices/departments.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity; occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES TO PERFORM TASKS:

Offset press, process camera, film processor, computers, printers, scanners, collator, paper cutter, laminator, telephones, calculators, copy machines, fax machines, various hand tools, cleaning solvents, telephones, filing cabinets/equipment etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Posted Date: 8/15/2014

07/22/14