

## OCEAN VIEW SCHOOL DISTRICT

### GRAPHICS TECHNICIAN

#### DEFINITION

Under general supervision, designs and produces a wide variety of graphic arts and other media materials; serves as a resource regarding availability and utilization of methods and materials for instructional and other presentation forums; assumes and performs related work as necessary or required.

#### EXAMPLES OF DUTIES

Designs, prepares layouts of reports, booklets, charts, graphs and other printed materials to enhance appearance and understanding; consults with staff and volunteers to advise, resolve problems involving the production of materials for presentation within budgetary, time and other constraints; provides creative input, creates, advises and coordinates the construction of exhibits, displays, posters, models, charts and other visual aides; provides a wide variety of freehand and computer-generated artwork such as drawings and sketches, illustrations, logograms, background scenes and lettering; assists others in and creates graphic presentations and camera-ready copy; operates a wide variety of graphic and computer-based equipment, materials and programs; maintains supplies inventories, requisitions parts, supplies and equipment.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles of design, lettering techniques, color harmony, perspective, balance layout and paste-up; methods, techniques, materials and equipment used in graphic arts productions; computer-based media applications and associated hardware.

##### Ability to:

Efficiently utilize a wide variety of graphic production equipment and supplies; advise others on methods, techniques of effective media presentations; establish and maintain cooperative working relationships; work from oral and written instruction; plan, layout work; estimate time, materials and cost needed to complete assigned tasks.

#### EDUCATION AND EXPERIENCE

Training, education/experience in preparation, production of graphic arts, educational media presentations, advertising or commercial design, illustration and computer-assisted design.

#### LICENSE REQUIRED

Possession of a valid and appropriate California Driver's License.