



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

GRAPHIC TECHNICIAN II

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 38 Job #: XA25
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JOB SUMMARY

This is the intermediate level position performing Graphic Technician II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level typically independently perform graphic services of moderate complexity using various standard graphic production skills and job knowledge. They collaborate with the manager on the production requirements and design direction of assignments and implement efficient workflow techniques based on manager's recommendations to complete graphic communication assignments.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: None

JOB DUTIES

1. Collaborates with customers on project criteria, budget, and timeline. Independently produces and manages routine graphics projects. May assist on the production of complex projects.
2. Prepares, designs, produces and revises advertisements, publications, posters and other publishing collateral by using desktop publishing, photo editing, page layout and illustration applications and graphic input and output devices. Utilizes scanned photographic images and illustrations in graphic communication assignments.
3. Consults on developing and organizing assignment specifications, production timelines, deliverables, and budget with internal and/or external service providers. Monitors and insures contracted work meets quality standards.
4. Enters and maintains project data in the project tracking and production file management system.
5. Performs other related Graphic Technician job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and two years of relevant experience; or an equivalent combination of education and experience; or two years in a MWD Graphic Technician I classification.

Required Knowledge of: Desktop publishing, photo editing, page layout, illustration applications, graphic file-management and standard office applications; contemporary graphic design principles, color and page layout theory and font usage; techniques, practices and terminology of the graphic design and print production industry; and input and output devices; and current office technology and equipment.

Required Skills and Abilities to: Utilize standard graphics, design, layout, and desktop publishing applications and associated techniques; develop and implement effective graphic communication and on-line media solutions; communicate effectively orally and in writing; establish and maintain effective work relationships; problem solve, organize and manage time efficiently; perform manual art production; work independently and as part of a team; interpret and meet customer needs; work under tight deadlines; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying items such as a ream of paper, books, posters, boxes of completed products, large or awkwardly shaped displays, banners and typical art production and office supplies.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, and vehicles, e.g., use of safe work practices with office and art production equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. On occasion, may travel to and perform assignments at field or vendor facilities.

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Revised:

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MWD

Metropolitan Water District of Southern California

Vision Requirements: Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors), and Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

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