



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

GRAPHIC TECHNICIAN I

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 34 Job #: XA24
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JOB SUMMARY

This is the entry level position performing Graphic Technician I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as entry level graphic technicians who utilize basic graphic design skills to produce basic production artwork. Employees in this class are provided close and on-going supervision, mentoring, and/or training to develop and refine production skills. They follow instructions and/or established procedures and guidelines for assignment requirements, production layout, timelines, and expectations.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Assists in reviewing project criteria and developing solutions using graphics and quality control standards.
2. Assists in the production of basic advertisements, flyers, posters, displays, print elements and other publishing collateral by using desktop publishing, photo editing, page layout and illustration applications and graphic input/output devices. Utilizes scanned photographic images and illustrations in graphic communication assignments.
3. Enters and maintains project data in the project tracking and production file management system.
4. 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 or two years of relevant experience.

Required Knowledge of: Desktop publishing, photo editing, page layout, illustration applications, standard office applications; contemporary graphic design principles, color theory, font usage, and input and output devices; and current office technology and equipment.

Required Skills and Abilities to: Utilize standard desktop publishing applications; communicate effectively orally and in writing; establish and maintain effective working relationships; efficiently manage time; work as part of a team; interpret 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.

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).

Job Title: Graphic Technician I

Job Code: XA24

Adopted: 03/11/13

Revised:

Supercedes:

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