

# Anoka Hennepin Independent School District #11 Position Standard

## **Technology Specialist (C) – Graphic Design Technician**

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Design and produce school district materials, including simultaneous projects for district schools and departments.

### **Essential Functions:**

- Develop graphics and layout for print and web.
- Determine size and arrangement of illustrative material, copy, font style and size.
- Create proofs and review final layouts for customer approval.
- Prepare final layout for print on web.
- Maintain image resource files.
- Maintain frequent communication with customers, print shop staff, and other departments.

### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Minimum one year of graphic design experience.
- Knowledge of QuickBooks, and Microsoft Office software on both Mac and PC platforms.
- Knowledge of graphic design, production, and printing operations
- Knowledge of machinery and equipment used in print shop and duplication operations.
- Ability to work independently with minimal supervision.
- Ability to work cooperatively with staff and customers.
- Ability to maintain regular attendance, including completing an assigned day.
- Must be able to lift a minimum of 50 pounds.
- Ability to maintain regular attendance, including completing an assigned duty day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building.

### **Preferred Qualifications:**

- Degree in graphic design preferred.
- Proficient in Quark Xpress and Adobe Creative Suite preferred.

### **Physical Factors include:**

Constant: stand for long periods of time throughout the day; work in a very noisy warehouse environment; daily exposure to paper dust, chemicals, cutting equipment and other heavy machinery; most work is performed on computer-controlled equipment, requiring the use of a keyboard; sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20’), midrange vision, far vision (over 20’), visual accommodation, and field of vision;

Frequent: walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when travel between district sites is required.