

**GRAPHIC ARTIST  
(PART-TIME)**

**DEFINITION:** Under general supervision, perform varied and increasingly responsible graphic art support work (i.e., computer graphics) for the Parks and Recreation Department.

**ESSENTIAL JOB FUNCTIONS:** The listed tasks are essential for this position and may include, but are not limited to the following:

Prepare flyers, announcements, schedules, newsletters and other marketing and promotional materials as needed; respond to and answer inquiries in person and via the telephone; operate office equipment and machines; compile data for reports and publications; drive to printers to proof and check brochures and other materials prior to printing; drive to various locations to pick up banners, supplies and other equipment; coordinate and interface with printers and/or other contractors. May be required to work weekends and /or holidays.

**QUALIFICATIONS:**

**Training and Experience:** Requires a high school diploma or GED and one year of design experience involving computer graphics. Must possess a valid California driver's license. Graphic design school certificate preferred.

**Knowledge, Skills, and Abilities:** Must have thorough knowledge of modern office methods, procedures, practices and equipment; possess strong organizational and creative skills; follow direction; communicate effectively orally and in writing; and work cooperatively with others. Proficiency with personal computer graphic arts applications (i.e., Photoshop, Pagemaker, Quark Express, etc.) as well as word processing applications (i.e., Word, Windows, PowerPoint) is necessary.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

While performing the duties, the employee frequently sits, stands, uses a telephone and personal computer with a VDT screen for prolonged periods of time. Will occasionally stoop, balance or kneel; and use arms, legs, and back to reach for and lift and/or move objects; Drive to different locations in city vehicle. May be required to lift and/or move up to 25 pounds.