



Position Title:	Computer Graphics Specialist	
Reports To:	Director	
Department:	Media Services	Job Code: 4525
Prepared By/Date:	Carol Flynn/10-2004	Job Group: SNE
Approved By/Date:	Robert Parrondo/03/22/2011	Salary Grade: 12
Revised:	Martha Arrieta/03/23/2011	FLSA Status: Non-Exempt

Summary:

Creates projects through planning, storyboarding and production conferences with clients in designing and rendering of conceptual ideas for print and digital mediums.

Essential Duties and Responsibilities:

- Designs and produces computer generated graphics for publishing, multi-media, photo, audio digital video, still and digital photography and Internet applications
- Consults and makes recommendations to clients and supervisor for approval on concept and design of graphics for multimedia and print projects
- Works with other members of the production team to integrate graphics, program code, and other elements in tasks and projects
- Obtains, writes, and verifies information for publications used for instructional and administrative purposes
- Adheres to standards and policies established by the college for web pages and digital images.
- Captures and prepares video for streaming through IP
- Digitizes, organizes, and maintains collection of media files for future utilization
- Shoots digital and conventional photographs for various events and projects
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Windows OS, software programs, Microsoft Office Suite
- Knowledge of computer multimedia software applications, such as Adobe Creative Suite 5
- Knowledge of digital and still photography, video graphics, printing, video production and programming languages
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Strong customer service and public relations skills
- Strong project management skills and the ability to meet deadlines
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree in a technical field and four (4) years' work experience or equivalent combination of education and experience.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name