



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

GRAPHIC TECHNICIAN III

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 43 Job #: XA26
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JOB SUMMARY

This is the journey level position performing Graphic Technician III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as fully competent graphic technicians who independently perform complex graphic communication services, which may include web development, utilizing a variety of specialized skills and functional knowledge. They develop specialized design concepts and techniques to achieve a high level of creative effectiveness. The positions independently utilize initiative and resourcefulness to research, develop, and implement comprehensive graphic communication solutions. They assess, refine, and implement efficient workflow techniques to complete complex graphic communication assignments.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Consults with customers on project criteria, budget, and timeline; makes recommendations based on criteria and develops solutions to meet project specific graphic and/or communication requirements.
2. Plans, designs, and produces a full range of standard through complex graphic communication deliverables including advertisements, publications, posters and other publishing collateral manually or by using desktop publishing, photo editing, page layout, illustration and web development applications and graphic input and output devices.
3. Creates professional computer-aided illustrations and scans and performs image editing on photographic images for use in graphic communication assignments. Works directly with customers to produce visual and graphic communications for business, regulatory, educational and public

outreach audiences. Mitigates and resolves a variety of production, administrative, or customer service issues.

4. Develops project specifications for outsourcing assignments, evaluates vendor cost estimates and recommends selection. Coordinates assignment specifications, production timeline, deliverables, and budget with internal and/or external service providers. Monitors and insures contracted work meets quality standards.
5. Provides research, design development, art creation, maintenance and/or programming of Metropolitan's Internet and Intranet web sites.
6. Assists in researching and may provide input into decisions regarding acquisition of page and/or document layout and graphic design applications, training, and equipment.
7. 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 four years of relevant experience; or an equivalent combination of education and experience; or two years in a MWD Graphic Technician II classification.

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

Required Skills and Abilities to: Utilize advanced graphics, design, layout, and desktop publishing applications and associated techniques; develop and implement innovative and effective graphic communication and on-line media solutions for business, regulatory, educational and public outreach audiences; communicate effectively orally and in writing; establish and maintain effective work relationships; solve complex issues and problems, effectively organize and manage time; 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

Job Title: Graphic Technician III

Job Code: XA26

Adopted: 03/11/13

Revised:

Supersedes:

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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).