



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: <i>Designer, Print Production</i>	Last Revised/Approved: <i>Entered by Compensation December 2020</i>
Job Code: <i>Entered by Compensation, Office of Human Resources</i>	Reports To: <i>Duplicating</i>
Office: <i>Administration</i>	Department: <i>Business Services</i>

Compensation Information	
Pay Grade: <i>A4E</i>	Pay Range: <i>\$34,581 – 48,621</i>
FLSA Status: <i>Non-exempt</i>	Term of Employment: <i>Full Time (FT)</i>

Position Summary:

To provide the Duplicating department with marketing and business development support, graphic design and project management.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

1. Works collaboratively with the customer to ensure the creative concept is realized throughout the production cycle.
2. Utilizes graphics/design computer software to communicate the vision of the customer through the design of a wide variety of documents produced under tight deadlines.
3. Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques as needed.
4. Consults with customers to determine design and printing needs and to maintain customer satisfaction.
5. Works closely with editing and printing departments to produce accurate, high-quality documents.
6. Provides designs and graphics as requested.
7. Formats and proofs text and images for clients and monitors the work to the finished product.
8. Assists in writing printing specifications, collecting estimates, and coordinating the printing of jobs to meet specific client needs, including displays and logos.
9. Plans page layout, to include headings, text, graphics and images.
10. Edits and proofreads material for accuracy.
11. Actively supports the MPS Strategic Plan.
12. Performs other related functions as assigned.

Job Requirements:

Education Requirements:

- Position requires an associate's degree or certificate/diploma in graphic design or commercial art or high school diploma/GED with two (2) years of experience in graphics design
- A bachelor's degree is preferred.

Experience Requirements:

- One year of relevant design experience is required.
- Experience using graphic design software is required.
- Experience in a print shop environment is preferred.
- Business development experience is preferred.

Knowledge, Skills and Abilities:

- Effective oral, written and presentation skills are required
- Computer experience and Adobe Creative Suite software are required, to include: InDesign, Illustrator, Photoshop and Acrobat
- Use of duplicating machinery is desired, including Digital Press
- Must be able to work effectively under tight deadlines and produce a high-volume of high-quality work.
- Must be able to work with a diverse group of people at all levels of an organization.

Working Environment:

1. *Exposures loud noise that may require the use of hearing protection.*
2. *Essential physical requirements, such as lifting and stooping*

Physical Demands:

1. *Exposure to work environments as previously indicated*
2. *Ability to lift objects that weigh up to 50 lbs.*
3. *Ability to move objects weighing 100 lbs. or more*

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.