

# SNOHOMISH COUNTY JOB DESCRIPTION

## GRAPHICS SPECIALIST II

Spec No. 2233

### BASIC FUNCTION

To support the County's visual communications efforts by acting as a lead in work groups containing other Graphics Associate and Graphics Specialist I employees. To possess both general skills and abilities in graphic design and production, advanced expertise in one or more specific disciplines in the Graphic Arts field, and the ability to manage work group schedules and project flow.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Consults with Public Involvement Specialists and project managers to set work priorities for the graphics work group, schedule projects to meet deadlines, and assign specific tasks to junior staff; maintains a master flowchart of assignments, deadlines, and completed projects; prepares cost estimates for projects and maintains positive client relations.
2. Works directly with Public Involvement Specialists and project managers to plan, design and produce graphic products needed for County projects and programs.
3. Creates designs, layouts, and illustrations; prepares mock-ups and conceptual materials; obtains needed review; revises and redesigns as required; performs all necessary functions required to carry graphics projects from concept to completion.
4. Researches and coordinates vendor selection, write bid specifications, obtain price quotes, communicates instructions and performs press and quality checks.
5. Produces on-site support materials for public meetings and special events including signage, nametags, easel displays, banners, and informational materials.
6. Assists in set-up and takedown of displays and exhibits at meetings and special events to ensure proper placement, visibility, and physical care of graphic materials.
7. Operates computer hardware and software, printers, laminators, projectors and other production and presentation equipment.
8. Maintains graphic supplies, files, and storage cabinets to ensure care and security of graphic tools, supplies, records, and equipment.
9. Prepares purchase orders for graphics supplies and equipment, monitors expenses, and assists in the preparation of annual budgets for the graphics work group.
10. Works with other departmental staff as needed to design, produce, distribute and present informational material to the public.

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### **STATEMENT OF OTHER JOB DUTIES**

11. Performs related duties as assigned by a Public Works Supervisor.

### **MINIMUM QUALIFICATIONS**

Graduation from a two-year accredited program in Graphic Arts, visual communications, fine arts or other related field; AND, two (2) years of experience in a related field. Proficient use of graphics software and production equipment is required. Work-related experience may be substituted for the required training/education on a year-for-year basis; OR, any equivalent combination of training and experience that provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State driver's license is required for employment.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Graphic Design and Desktop Publishing software applications;
- personal computer and peripheral equipment;
- basic principles of design, layout, and production of printed materials;
- advanced expertise in one or more specific disciplines in the Graphic Arts field.

Ability to:

- provide samples of completed graphic design and printed materials that indicate professional-level ability to utilize typography, illustration, and other graphic elements effectively;
- prepare schedules and monitor workflow for the graphics work group;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with supervisors, peers, associates, media representatives, and the general public;
- use advanced computer hardware and software to produce graphic materials for a variety of media.

### **SUPERVISION**

The employee reports to and receives direction from a Public Works Supervisor. Work is reviewed through meetings and periodic status reports and by evaluation or results obtained.

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### WORKING CONDITIONS

The work is performed in the usual office environment. Participation in night meetings and occasional work on weekends and holidays may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2002  
EEO Category: 5 - Paraprofessionals  
Pay Grade: 238 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous