



Graphic Designer

Job Code: 6784

Salary Grade: S08

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs professional graphic design and illustration services for print and digital media.

- Performs desktop publishing and graphic design of visual communications and web design.
- Formulates original design responses using appropriate media, materials, tools, technology, platforms, and techniques to create visual communications.
- Applies multiple ideation and analytical strategies throughout the design process.
- Incorporates exemplary design principles (composition, balance, hierarchy, harmony, and contrast).
- Aligns graphic approach and content with industry best practices and unit guidelines.
- Employs effective composition and color theory that consider focal point, eye path, and value.
- Ensures projects are completed in a timely manner and on budget.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 60 months of related experience.

Experience:

Required: 12 months of graphic design experience.

Certifications or Licenses:

• None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Able to work well with interdepartmental teams and initiatives
- Knowledge of graphic design principles
- Knowledge of Adobe Creative Cloud applications

Working Conditions

Physical:

Ability to engage in repetitive motions. Sit for prolonged periods.

Environmental:

Standard office environment.

Printed Date: 04/30/2026