

Leon County Public Schools Classification Specification

Salary Grade 29

Summary Information:

Classification Title: Graphics Designer

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

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| 277 | Audiovisual Development | Design and develop slides, overheads, and/or other audiovisual materials. |
| 021 | Word Processing/Typing | Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms. |
| 504 | Forms Design | Design and compile forms, brochures, etc. |
| 274 | Telecast - Programming | Develop programs or portions of programs and select programs from outside sources. |
| 007 | Short-Term Planning | Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district. |
| 646 | Data Inquiry/Access | Use computer terminals to access data. |
| 999 | Assigned Duties | Perform other duties as assigned. |

General Classification Specification Factors:

Education/Experience: A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 07/01/2003