



## City of Lake Oswego, Oregon

### Job Description

#### DIGITAL & GRAPHIC MEDIA SPECIALIST

**FLSA Status: Non-exempt**  
**Union Representation: LOMEA**

**Salary Grade: 143**  
**Job Code: 6010**

#### Class Summary

Under the general direction of the Chief Technology Officer and the Parks & Recreation Director or designee, performs a wide variety of graphic design and photographic assignments ranging from routine to complex. This position designs, creates and produces various visual communication materials that support departmental requirements.

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Consults with departments to determine project objectives, design and layout, gathers information and selects appropriate methods and styles to best communicate information and ideas.
2. Determines cost-effective production methods for proposals to complete projects and independently coordinates and manages assigned project timelines.
3. Provides photography/video support as needed.
4. Archives and maintains artwork for future use.
5. Assists with web design and content management.
6. Assists and backs up the Copy & Mail Center specialist as needed.
7. Sets up and maintains filing systems, manuals, records, and spreadsheets.
8. Maintains various databases.
9. Assists in the preparation of reports, graphs, and presentations using spreadsheet and graphics software.
10. Performs bookkeeping and/or accounting/budgeting-related duties.
11. Prepares RFP's and project bids for print jobs.
12. Attends meetings, taking and transcribing minutes of proceedings.
13. Independently prepares correspondence.
14. Edits and proofreads documents and correspondence for other members of department.
15. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- State and federal laws governing public information and privacy act.
- Practices, methods and techniques of graphic design and layout methods, materials and techniques for various visual representations.
- Scales, symbols, colors and materials typically used in reports, displays and presentations.
- Methods, practices and terminology used in the printing and print production industry.
- Information technology and computer capabilities applicable to assigned responsibilities including graphics, drawing, presentation, digital prepress and other software used in the design and preparation of graphic and printed materials.

### **Skills and Abilities to:**

- Ability to work independently and maintain schedule of duties appropriately.
- Conceptualize projects and develop graphic, pictorial, model or other visual aids.
- Apply and utilize color in graphic presentations.
- Effectively design for differing audiences and for a variety of purposes.
- Independently perform assignments with initiative and creativity and deliver collateral according to scheduled timelines.
- Use computer hardware, software and peripherals.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.
- Read, spell accurately, write legibly, and file documents according to alphabetic and numeric sequences.
- Prepare and maintain a variety of records and reports. Assemble, reach and retrieve documents.
- Interpret and apply City and departmental rules, laws, and policies with good judgment.
- Keep and maintain financial and statistical records.
- Analyze situations accurately and take effective courses of action.
- Develop and maintain effective and positive working relationships with external customers and internal staff.
- Promote positive public relations.
- Provide good customer service.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is certification from an appropriate school of higher learning or four years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

### **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work (IT department): Exerting up to 35 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift,

carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*