

# Graphics Coordinator: Graphics Coordinator II

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Provides administrative support to the Graphics Team in tracking of work, assignment of job numbers, validation of charge numbers, and translation of customer requests into required graphic documentation and/or graphic illustration. Provides word processing services to produce internal and external customer presentations, proposals, technical specifications, contractual materials, and standard practices and policies documents.

Utilizes desktop publishing software systems, formats, produces, and/or revises publication materials such as technical articles, proposals, publications, books, manuals, reports, and marketing materials. Presents drafts of finished product to user. Ensures high quality of output and compatibility of product with follow-on reproduction processes. Prepares layouts and graphic design. Maintains production logs and cost data for project scheduling, budgeting, and billing.

## **Knowledge**

Considerable knowledge of the job. Substantial acquaintance with and understanding of general aspects of the job with a broad understanding of the detailed aspects of the job.

## **Supervision Received**

General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.

## **Consequence of Errors**

Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.

## **Contacts**

Contacts are typically with individuals within own department and occasionally with contacts outside own organization. Contacts involve obtaining or providing information or data requiring some explanation or interpretation.

## **Minimum Education and Experience**

3+ years directly-related experience. Bachelor's Degree preferred in Business Administration or related field. Intermediate MS Word, PowerPoint and Excel skills.