

Graphics Coordinator

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.

Level 1		Level 2		Level 3		Level 4	
Graphics Coordinator I		Graphics Coordinator II		Graphics Coordinator III		Sr. Graphics Coordinator	
Knowledge	Little or no knowledge of the job. Moderate understanding of general job aspects and some understanding of the detailed aspects of the job.	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.		Full knowledge of the job. Complete acquaintance with and understanding of the general and detailed aspects of the job, and their practical applications to problems and situations ordinarily encountered.		Extensive knowledge in specialized functions. A wide and comprehensive acquaintance with, and understanding of, both general and specific aspects of the job and their practical application to complex problems and situations ordinarily encountered.	
Supervision Received	Close supervision involving detailed instructions and constant checking on work performance.	General supervision and instructions given for routine work and detailed instructions given for new activities or special assignments.		Limited supervision. No instructions needed on routine work, and general instructions given on new lines of work or special assignments.		Minimal supervision. Work may be done without established procedures.	
Consequence of Errors	Errors can be easily and quickly detected within the immediate work unit and would result only in minor disruption or expense to correct.	Errors may be detected and corrected but may cause moderate loss of time or customer/user dissatisfaction.		Errors may be difficult to detect and would normally result in loss of customer business, material, or equipment to resolve.		Errors are very difficult to detect and would normally require significant expenditures to resolve.	
Contacts	Contacts are primarily within immediate work unit. Contacts involve obtaining or providing information requiring little explanation or interpretation.	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.		Contacts are frequent with individuals representing other departments and/or representing outside organizations. Contacts involve obtaining or providing information or data on matters of moderate importance to the function of the department or which may be of sensitive nature.		Contacts are frequent with individuals representing outside organizations and/or individuals of significant importance within the company. Contacts involve planning and preparation of the communications, require skill, tact, persuasion and/or negotiation to accomplish the objectives of the communication.	
Minimum Education and Experience	Entry Level. 0+ years directly-related experience. Bachelor's Degree preferred in Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.	3+ years directly-related experience. Bachelor's Degree preferred in Business Administration or related field. Intermediate MS Word, PowerPoint and Excel skills.		6+ years directly-related experience. Bachelor's Degree preferred in Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.		9+ years directly-related experience. Bachelor's Degree preferred in Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.	