

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Multi-Media Graphic Artist/Web Technician

BASIC FUNCTION: Under the supervision of the area Manager, creates multimedia artwork that span television, internet, interface design for interactive CD/DVD and kiosks, DVD authoring and print work in direct support of the library and instructors throughout the College. Provide assistance, direction to web designees related to graphics, photos and content maintenance of department websites.

PROVIDES WORK OR LEAD DIRECTION TO: Web Designees

REPRESENTATIVE DUTIES:

1. Conceptualizes art work for various multimedia projects for Academic Departments; and ensures that the materials created coincide with either lesson material or other needs of the instructors.
2. Establishes project schedules to ensure on-time completion.
3. Researches hardware equipment, peripheral equipment, and software for potential Departmental usage.
4. Selects and buys software with the approval of the Division Head or Designee.
5. Executes artwork for a variety of District projects.
6. Performs video production from concept to post production.
7. Ability to operate a variety of multi-media equipment to include, computers, scanners, digital cameras, video cameras, NLE and or Linear editing system, drawing tablets and printers.
8. Updates and maintains web content from requesting department, HTML5 and CSS coding
9. Provides basic Share Point training for all RCC web designees
10. Provides website trouble shooting and onsite training to web designees for special web applications.
11. Works with personnel to modify and update SharePoint web modules.
12. Collaborates with web designees with migration of HTML websites to College SharePoint website.
13. Provides lead direction to web designees, including assistance with any and all changes to a department's website.
14. Provides status reports related to the maintenance and upkeep the college's websites.
15. Participates in workshop training and conferences related to SharePoint.
16. Participates in District-provided in-service training programs.
17. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
18. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution in graphics or a related field is required. Additional qualifying experience may be substituted for the bachelor's degree on a year for year basis with one year of full time experience being equal to 30 semester or 45 quarter units of coursework.

EXPERIENCE: Three years directly related experience, which includes two years of experience in computer graphics, is required.

LICENSES/CERTIFICATIONS: None.

July 1, 2014

KNOWLEDGE OF: Video production, visual presentations; and advanced knowledge in computer graphic systems are required. Web-design concepts. SharePoint fundamentals and HTML. ADA requirements related to website design.

ABILITY TO: Visualize concepts and present drawings of shared ideas. Train staff on the basics, intermediate and advance applications of SharePoint. Provide follow-up communication with web designees as needed.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, instructors, and faculty.

WORKING CONDITIONS: Normal graphics/media environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.