

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 98-46

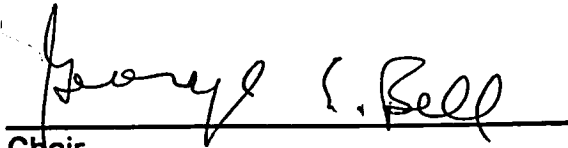
Approving a new personnel classification of Graphic Designer II in the Multi-media Services Department at the Oregon Convention Center, effective August 27, 1998.


The Metropolitan Exposition-Recreation Commission finds:

1. That the current classifications for graphic design work in the Multi-Media Services Department of the Oregon Convention Center do not cover the full range of duties and responsibilities that have evolved over time.
2. There is a need for a new Graphic Designer II position at an advanced level and salary range 41 (\$33,501-42,766).
3. That the Commission has the authority to create new positions necessary to manage and administer the operations of its facilities.
4. That the current Oregon Convention Center 1997-98 budget is sufficient to encompass retroactive reimbursement under the new salary range added by this new classification.

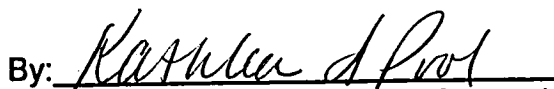
BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission approves the addition of a Graphic Designer II as described in the attached Exhibit A.

Passed by the Commission on November 18, 1998.


Chair


Secretary-Treasurer

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel

By: 
Kathleen Pool, Sr. Assist. Counsel

GRAPHIC DESIGNER II

Class No:

Title: Graphic Design II
Range: 041
Bargaining Unit: Non-Rep
FLSA: Exempt

GENERAL STATEMENT OF DUTIES:

Designs and produces brochures, advertising, signage, posters, slide shows, other forms of printed or graphic communication, and exhibits. Solves visual communication problems..

SUPERVISION EXERCISED:

Reports to the Marketing and Multi-Media Services Manager.

SUPERVISION EXERCISED:

None

EXAMPLES OF PRINCIPALS DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

1. Organizes and coordinates the activities of the Graphic /Design area to ensure adequate project scheduling materials, support services, etc., needed to complete assignments and to maintain efficient operation of department.
2. Provide technological/creativity on graphic design projects.
3. Serves as contact with user/client, to ensure thorough understanding of projects including timeliness, desired products, design request and improvements or alternative to project design; participates in exhibit planning activities.
4. Coordinates work of sub-contractors, etc. on major graphics/exhibits design projects to ensure interpretive intent and design concepts are met and are in compliance with contract.
5. Coordinate and performs advance level graphics design and related work for signage and exhibit production. Participates with design team in determining design concepts and planning; coordinates production and monitors progress.
6. Coordinates, procedures and standards for the efficient and effective operation of graphic duties.
7. Assists and coordinates the selection of outside design services.
8. Coordinates visual communication; analyzes alternative design solutions, researches other systems, presents recommendations and implements new systems.
9. Performs other duties as assigned.

RECRUITING REQUIREMENTS: **KNOWLEDGE, SKILL, ABILITY:**

- Knowledge of principles, techniques and technologies of graphic design
- Knowledge of effective visual communication techniques and design.
- Knowledge of exhibit design, development and construction.
- Knowledge of effective project management techniques.

- Ability to monitor projects
- Ability to communicate effectively, both orally and in writing.
- Ability to set work priorities, direct, guide, and evaluate graphic design work.
- Ability to work well under time pressure
- Ability to work independently or as part of a team.
- Skill in establishing and maintaining effective working relationships with other facilities and members of the general public.

EXPERIENCE AND TRAINING:

Bachelor's degree in fine arts or related field and four years of progressively responsible professional experience in graphic design including two years lead responsibilities; previous work in an advertising agency or graphic department in a museum, zoo or company preferred; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

MERC STAFF REPORT

Agenda/Item Issue: Approval of New Job Classification for Nancy Erz

Resolution No: 98-46

Date: November 18, 1998

Presented by: Lynda Lewis

BACKGROUND AND ANALYSIS:

The current position of Graphic Designer is held by Nancy Erz. The work performed by Ms. Erz has become much more at the advance level.

The duties performed by Nancy Erz require a newly created position and title.

The proposed new position is a Graphics Designer II. This new classification and the defined job duties have been reviewed and approved by the General Manager and MERC Human Resource Manager.

FISCAL IMPACT:

The new classification of Graphic Designer II is proposed at range 41 (the Graphic Design is range 37) Ms. Erz will be placed at minimum range in conformance with the Personnel Policy Section 3.02 (D) "Reclassification of an Incumbent."

The reclassification is requested to be implemented retroactive to August 27, 1998. The impact of this retroactive salary adjustment in the FY 98 -99 budget is \$3,131. There are sufficient funds in the FY 98-99 budget to cover this amount.