



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	Graphic Designer III	549-670-2886-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	Graphic Designer III	R14
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide	Leland Stanford Mansion	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Museum Curator III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Museum Curator III (Cultural Resources Program Manager). The position has the responsibility to plan, organize, and implement the district's graphic services. The Graphic Designer III schedules and coordinates production of all projects in the district; actively participates in District exhibit planning and implementation; serves as a lead person for other Cultural program employees; provides state-of-the-art recommendations and advice on design projects; develops specifications and proposals for outside vendors; prepares project reports; recommends, uses, and troubleshoots graphics application and design software. The Graphic Designer III is a lead position assigned to oversee the Capital District's graphic design needs. The Capital District includes museums and history parks that have active exhibit, interpretation, and cultural programs. This position works closely with the District's Exhibit Designer/Coordinator, Museum Curator III (Cultural Resources Program Manager), and core staff.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<u>ARTISTIC AND CONCEPTUAL DESIGN</u> Completes state-of-the-art design projects or media assignments from description, rough sketches, and consumer input. Creates, plans, and executes artwork and multimedia products to produce high-quality projects including Park Unit website designs, external and internal wayfinding and interpretive signage, print publications, virtual tours, interpretive video content, digital exhibits, and exhibit elements such as layout, branding, panels, banners, and interactives. Formulates graphic design with target audiences in mind to determine appropriate usage of design elements such as colors, fonts, size, message hierarchy, and symbols. Develops conceptual thumbnails, comprehensive mock-ups, video samples, and/or proofs to present concepts to stakeholders. Researches, selects, and obtains suitable photos, videos, and images; digitally retouches images, video, and other elements to apply proper impact. Learns, chooses, and applies appropriate computer design software, including Adobe Creative Cloud software, to best support tasks. Analyzes proofs for comparison to desired results and recommends adjustments or alters digital files as needed.	
30%	<u>PROJECT COORDINATION</u> Communicates effectively to coordinate with program managers, District staff, contractors, and end users to plan and develop graphic products for Capital District Park Units. Provides consultation and guidance on the development of graphic services that adhere to department	

	policy, guidelines, and standards, including the Americans with Disabilities Act, as well as Park Unit branding guidelines. Prepares correspondence that promptly communicates project status to stakeholders. Makes presentations of graphics, audio-visual materials, and exhibit layouts. Revises designs as needed to incorporate feedback and tracks revisions to ensure project is completed to satisfaction. Selects appropriate materials and reproduction and fabrication processes. Assists with the fabrication of graphic products as needed. Maintains effective working relationships with vendors contracted for graphic services projects. Prepares and adapts electronic files according to reproduction methods being utilized; provides clear specifications and instructions to vendors. Prepares project reports and maintains project files including documenting revisions, permissions for use in intellectual property, and review process materials. Maintains digital and hard copy backup files for all projects using established archival systems.
15%	<u>ADMINISTRATION</u> Manages financial accounts and expenditures related to graphic services and monitors budget reports. Researches, proposes, and procures (or authorizes the procurement of) software, equipment, and supplies related to graphic and audio-visual products. Ensures that all necessary forms and purchasing documents are submitted on time. Develops and manages contracts with commercial vendors in related fields such as website design, reprographics, and graphic equipment maintenance. Manages the web design contract for the California State Capitol Museum website, coordinating requests for the contractor, attending meetings, and overseeing the timely completion of design changes, content revisions, and updates.
10%	<u>TRAINING</u> Represents the district as a creative services expert by participating in meetings, presentations, committees, task forces, and professional organizations. Attends training and participates in work activities to add knowledge and skill in overlapping District programs. Provides training to District staff in design programs, graphic product fabrication, multimedia production, and other relevant areas. Acts as a lead worker for other Cultural Resources Program staff.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Office Settings: Performs work at a computer workstation, conducts meetings, prepares designs, reviews drawings, and completes administrative tasks in standard office environments. Work may involve extended periods of sitting, repetitive motions, and regular use of computers, printers, and office equipment. Historic Buildings: Works at the California State Capitol Museum, Leland Stanford Mansion SHP, and other historic structures. These environments may include restricted spaces, temperature-controlled rooms, low-light areas, and the need to follow strict handling guidelines to protect historic materials. May require navigation of stairs, confined work areas, extended standing, bending, and occasional lifting up to 25 pounds. Workshop / Warehouse Environments: Works regularly in the Exhibits Shop in West Sacramento, which involves the use of equipment such as latex plotters and 3D printers. Requires standing for long periods, bending, and lifting or moving materials up to 25 pounds. Follows safety protocols related to shop equipment, dust, noise, and chemical use (paints, adhesives, solvents).	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE