



GRAPHIC ARTIST

SCOPE OF WORK:

Work involves the application of creativity, skill, and knowledge of appropriate graphic arts methods in performing activities associated with the design, layout, and production of graphic arts materials. Such materials include drawings, graphs, maps, and pictures used for pamphlets, brochures, books, displays, web sites, etc. Work may include all steps in various production techniques, such as photography, lithography, drawings, and basic cartography.

DUTIES PERFORMED AT ALL LEVELS:

- Consult with customers to discuss needs; anticipate and plan for project scope and direction.
- Determine style, technique, and medium best suited to producing desired effects and conforming to reproduction or design requirements.
- Design projects, including layout, typesetting, keylining, graphics, color schemes, and reproduction methods; prepare mock-ups for customer approval.
- Prepare drawings, illustrations, graphics, paintings, or photographic materials.
- Reproduce line shots, halftones, reversals, and other abstract effects needed for publications.
- Mark copy for typesetting, copy fitting, and typographical design.
- Produce camera-ready material for publication.
- Write up project bids; work with print shops and other vendors to provide desired product; proofread and approve proofs.
- Consult with contracted graphic artists, photographers, print shops, etc.
- Utilize computer hardware and software for creating and integrating graphic designs, video, animations, and desktop publishing techniques into presentations, web sites, and other projects.

NOTE: The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

GRAPHIC ARTIST I
GRADE G

8624

LEVEL DEFINITION:

Work is considered a fully-qualified level with responsibility for design and production of a wide variety of graphic arts materials.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires an associate degree with major coursework in art or graphic design and two years of experience that included design, illustration, layout, and production of materials. Additional work experience as described may substitute for the education requirement on a year-for-year basis. Proficiency in specific graphic design or computer software skills may be required for certain positions and will be stated in the job vacancy announcement at the time of recruitment.

GRAPHIC ARTIST II
GRADE H

8625

LEVEL DEFINITION:

Work at this level involves a greater degree of complexity due to the technical nature and broader scope of duty assignments.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Conduct research and planning to prepare for and complete complex projects.
- Create themes for events, conventions, and conferences and public information pieces.
- Design and build map illustrations, displays and models, which involves location of coordinate points on maps and digitizing data; assemblance of map layers; and preparation of final maps with legends, headings, labeling, etc.

MINIMUM QUALIFICATIONS:

Requires an associate degree with major coursework in art or graphic design and four years of experience that included performing complex design, illustration, layout, and production of materials. Additional work experience as described may substitute for the education requirement on a year-for-year basis. Proficiency in specific graphic design or computer software skills may be required for certain positions and will be stated in the job vacancy announcement at the time of recruitment.

Eff. Date: 07/76

Rev: 03/79 – Added a third level (supervisory)

Rev: 05/86 – Removed the third level

Rev: 06/01 – Removed lowest level, added higher level, revised minimum qualifications

Rev: 07/12 – Conversion to Hay System