

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31522
Job Class Code:	060	Salary Schedule:	AREG
EEO Category:	03	Grade:	14
Workers Comp Code:	9410		

Job Code Established:	07/01/89	Effective Date:	07/01/89
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Printing and Graphic Arts Series

JOB CODE TITLE: GRAPHIC DESIGN TECHNICIAN

HRIS TITLE: GRAPHIC DESIGN TECH

CHARACTERISTICS OF THE CLASS: Works under supervision of Graphics Designer II or other first-line supervisor. Has the authority to follow procedures and guidelines established for the work unit. This is a dual-concept class which includes performing basic design, layout, paste up, camera, typesetting duties; operation of various office equipment and performance of administrative support work for a program; OR supervising subordinate staff in basic design, etc., or typesetting. Work product consists of well designed mechanicals; finished exhibits with text installed; proficient troubleshooting of equipment malfunctions; a functioning work unit. Responsible for the quality and timeliness of own work products; for the safe handling of original art pieces. In some organizations, for efficient supervision of work unit.

EXAMPLES OF DUTIES: Designs, lays out, and pastes up copy to bring to final specification prior to photography for plate making and printing. Operates typesetting equipment to produce copy for various camera ready renderings. Operates camera and darkroom equipment to produce plates for printing. Discusses instructions with customers, provides suggestions, and technical advice to customers. Supervises subordinate staff in any task outlined here. Arranges museum artifacts for exhibition. Estimates time and cost of art projects. Performs related work as required.

WORK CONDITIONS: May be required to sit or stand for extended periods with hands and arms in same position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: department regulations, procedures, policies related to assignments; typesetting equipment capabilities; graphics production techniques and processes; form design, layout, paste-up and typesetting; methods and techniques of exhibiting historic artifacts; methods and techniques for setting up and editing material (e.g., business cards, certificates, manuals and brochures, etc.); photography darkroom techniques; printing processes; office practices and procedures; drafting; typography; graphic design; advertising; commercial art; retail exhibit/display design;

Skill in: operating various graphic and reproduction tools and equipment; operating standard and computerized typesetting equipment; graphic photography and developing.

Ability to: communicate verbally and in writing; apply principles and techniques of work leadership; perform mathematical calculations; establish and maintain effective work relationships; edit and fit copy; do layouts and paste-ups.