

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31523</b>
<b>Job Class Code:</b>	<b>060</b>	<b>Salary Schedule:</b>	<b>ASSRRGRAPH</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>07/01/89</b>	<b>Effective Date:</b>	<b>07/01/89</b>
<b>Job Code Revised:</b>	<b>10/01/98</b>	<b>Effective Date:</b>	<b>10/01/98</b>

**JOB CODE SERIES:** Printing and Graphic Arts Series

**JOB CODE TITLE:** GRAPHICS DESIGNER I

**HRIS TITLE:** GRAPHICS DESIGNER I

**CHARACTERISTICS OF THE CLASS:** Works under supervision of Graphic Designer II. Has the authority to perform all graphic design functions necessary to complete projects on a timely basis and within budget constraints. Performs professional work in graphic design, freehand illustration, and layout; finishes artwork in various media; provides technical assistance to customers; may function as a lead worker. Work product consists of original freehand/machine illustrations; mechanicals of maps, diagrams, charts, silk screens, brochures, flyers, graphs, publications, forms, posters; finished models, plaques, photographs, exhibits. Responsible for the quality and timeliness of own artwork; for maintenance of daily records of own work and materials used.

**EXAMPLES OF DUTIES:** Designs and produces high-quality artwork for reproduction. Completes freehand and machine drawings and illustrations as needed. Photographs a variety of subjects using black and white and color film. Fabricates scale models of highways, bridges, buildings, etc., from wood, metals, plastic, and paper. Develops and prints photographs for publications and display purposes. Designs, draws and plots maps, charts, and other graphics on computer. Drafts precise technical scale drawings for use in hearings, public notices. Designs and fabricates silk screens from standard engineering drawings. Meets with customers to discuss projects and provides suggestions and technical guidance. Constructs, draws, letters and prepares for use, flip charts, view graphs, and other visual aids to be used in lectures, presentations or exhibits. Researches material and prepares exhibits to be used in litigation. Plans, researches, and prepares rough drafts of projects for clients, discusses visual impact, presents alternatives. Calculates, compares and converts data for incorporation into finished maps and other products. Operates typesetting equipment. May maintain inventory of art equipment and supplies. Reads trades literature to keep abreast of new methods and techniques evolving in graphic communications field. Performs related work as required.

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

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** department regulations, procedures and policies related to assignment; modern graphic design techniques and practices; the application of various tools, supplies and equipment used in graphic design work; various methods of reproduction; media, materials and processes used in both conventional and electronic graphic arts reproduction; office practices and procedures.

**Skill in:** producing freehand illustrations; design, lay out, and paste-up; the safe use of graphic design tools, equipment, and supplies; cartography; lettering.

**Ability to:** communicate verbally and in writing; perform mathematical calculations.