

## CLASSIFICATION SPECIFICATION

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|---------------------------|-------------|-------------------------|-------------------|
| <b>FLSA:</b>              | <b>NEXP</b> | <b>Job Code:</b>        | <b>ACV31524</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>19</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> |                 |

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

**JOB CODE TITLE:** GRAPHIC DESIGNER II

**HRIS TITLE:** GRAPHIC DESIGNER II

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of Program Manager. Has the authority to coordinate with agency or outside printers; to contract with freelance artists, photographers and other professionals; to set priorities for art program; 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; prepares exhibits, models, maps, construction displays; coordinates activities with agency and commercial printers; provides technical assistance to customers; maintains graphics and administrative files; may supervise work of other Graphic Designers or Technicians. Work product consists of original freehand illustrations; finished maps, charts, diagrams, exhibits, silk screens, brochures, slides, photographs, booklets, flyers, publications, graphs, and models; a functioning work unit. Responsible for all aspects of art program; for the quality and timeliness of artwork; for planning and controlling program budget and other administrative activities.

**EXAMPLES OF DUTIES:** Designs and produces high-quality illustrations and finished artwork. Makes freehand and machine drawings for reproduction. Coordinates art projects through stages in order to meet deadlines. Performs professional-level work in illustration, graphic design, hand lettering, layout and/or general graphics production work. Determines priorities for graphic design unit. Develops program budget and controls expenditures. Researches material and prepares exhibits for use in litigation. Plans, researches, and produces rough drafts of projects for clients, discusses visual impact, presents alternatives. Meets with customers to discuss projects and provide technical guidance as to most effective method to present their project. Develops and prints photographs for publication and display purposes. Photographs a variety of subjects using black and white and color film. Designs, draws and plots maps, charts, and other graphics on computer. Plans and directs the work activities of subordinate staff. Makes assignments, trains, guides, evaluates work of staff. May operate typesetting equipment. Represents the graphic design unit at meetings or conferences as required. May fabricate scale models of highways, bridges, buildings, etc., from wood, metals, plastic, or paper for display. Writes bid requests for outside professional services. Reads trade literature to keep informed as new methods and techniques evolve in graphic communications field. Maintains inventory of art equipment and supplies. Performs related work as required.

**WORK CONDITIONS:** Often required to work standing or sitting in same position for extended periods of time.

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

**Knowledge of:** department regulations, procedures, policies relating to assignments; office practices and procedures; contemporary graphic design techniques and practices; application of various tools, supplies and equipment used in graphic design work; various media, materials and processes used in both traditional and electronic graphic arts reproduction; reproduction methods; principles and techniques of illustrations.

**Skill in:** the safe use of graphic design tools, equipment, and supplies; cartography; drafting.

**Ability to:** communicate verbally and in writing; establish and maintain effective work relationships; coordinate project stages to meet deadlines; apply techniques and principles of work management and leadership; coordinate, review and evaluate the work of others; perform mathematical calculations; perform the full range of techniques of a professional graphic artist/designer; do layouts and paste-ups; create exhibits and displays.