

GRAPHIC ARTIST I

NATURE AND VARIETY OF WORK

This is entry-level professional and technical work whereby incumbents assist higher level staff in (1) evaluating and assessing the graphic, visual, and informational needs of a department and (2) planning, coordinating, and developing activities to fulfill those needs. Incumbents perform routine and less complex assignments under close supervision. Work is evaluated through observation of results achieved in terms of timeliness, quality, and effectiveness of graphic production activities.

Upon the satisfactory completion of a probationary period, entry-level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex graphic art assignments within a department.

Traces line drawings in ink and develops three dimensional drawings by copying from rough sketches, photos and shop drawings.

Draws free hand and with drawing instruments depending upon the type of visual aide required for graphic support.

From rough sketches works out details of final illustrations for charts, posters, or exhibits after rough sketches have been furnished giving ideas, medium and color treatment to be used.

Prepares a variety of charts, diagrams, and vu-graphs to prepare illustrations which convey graphically factual material such as statistical, administrative or related data.

Prepares illustrations for manuals, pamphlets, handbooks and similar types of publications which require sufficient subject matter knowledge of the activities serviced to produce appropriate pictorial representations covering the organizational functions and agency missions.

From rough sketches and oral instructions develops transparencies, retouches photographs, and uses mechanical lettering equipment and free hand techniques.

Maintains files and inventory of all supplies and equipment assigned to the graphic program.

Assists in various aspects of graphic programs such as searching references, preparing preliminary layouts, preparing camera copy, contacting printing, vendors and others, running errands, and etc.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge of the methods, procedures, techniques and media available for graphic production, information and similar material.

Knowledge of methods, procedures, pricing and techniques applied in the preparation, layout, finished art and presentation of visual material and other promotional material.

Knowledge of procedures of printing and reproduction processes.

Knowledge of modern office procedures and practices.

Ability to plan, develop, organize and complete a comprehensive and coordinated graphics program.

Ability to make effective use of all available graphic media necessary to implement programs.

Ability to plan, design and complete the production and construction of exhibits, posters, pamphlets, brochures, books, mailers, illustrations and any other graphic material as required.

Ability to effectively express oneself orally as well as visually and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in art, graphic design or illustration; or an equivalent combination of education and

experience.

CREATED: 10/88