COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION CLASSIFIED

GRAPHIC ARTIST Class No. 003817

■ CLASSIFICATION PURPOSE

Under general supervision, to create varied art and computer-generated artwork; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This class is distinguished as being a fully skilled, journey-level artist responsible for preparing artwork to specification using a wide variety of techniques, media, and methods. This class is distinguished from the Graphics Supervisor in that the latter is a first line supervisor responsible for the work of a unit of Graphic Artists and associated classifications. This class is distinguished from the Graphic Design Specialist in that the latter is responsible for performing the more complex graphic design projects and for scheduling and delegating graphics work projects.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, designs, and arranges art layout in response to departmental requests and needs, such as forms, reports, publications, brochures, maps, displays, posters, signs, and special exhibits for presentation to County officials, representatives of outside agencies, and members of the public.

2. Uses computer programs, freehand methods, or other techniques to prepare sketches, graphs, illustrations, and layouts for forms, publications, brochures and displays, in accordance with established specifications.

3. Selects methods and equipment, such as pens, ink, coloring techniques, typesets, airbrushes, overlays, typography, compatible computers, and graphic related software programs in order to achieve the desired visual effects.

4. Produces artwork illustrating a wide variety of departmental publications, special displays, sketches and exhibits; submits completed artwork to customers for approval.

5. Reviews final artwork and document proofs for accuracy and completeness of texts and layouts.

6. Takes and prepares photographs for reproduction, printing, and display.

7. Sets up areas for production and maintains the cleanliness and orderliness of production work areas, darkrooms, supply and storage areas or cabinets, and equipment.

8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

9. May coordinate and schedule work with other employees in order to meet timelines.

10. May attend presentations, meetings, seminars, or other events, and participates in the set-up and tear-down of exhibits, signs, posters, displays, visual aids, or other presentation materials.

11. May assist higher level professional staff assigned to produce visual displays such as graphics, videos, or maps.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

– Various art media and tools.

- Graphic reproduction media as a basis for producing displays.
- Layout design of brochures, manuals, newsletters, and other media.
- Methods and techniques of graphic design and reproduction.
- Typography and lettering methods used to produce varying forms of artwork.
- Methods and techniques used to produce maps for publications, directional signs, and visual aids.
- Methods, techniques, equipment, and computerized applications pertaining to automated projection and multi-media.
- Methods, techniques, and equipment used to perform illustration work, both freehand and computer generated.
- Methods and techniques used to print, copy, organize, index, and bind documents and materials
- County customer service objectives and strategies.
- Telephone, office, and on-line etiquette.

Skills and Abilities to:

- Produce board and technical work in a timely manner in response to requests from County staff.
- Design visual aids for use in departmental presentations, displays, publications, and other materials viewed by the public.
- Incorporate graphic design concepts and design layout for publications, visual aids, brochures, forms, manuals, and other media.
- Proofread and edit documents and artwork for accuracy, completeness, and conformance to customer's request and specifications.
- Create conceptualized hard copy drawings, mock-ups, and prototypes using computer programs and equipment, printers, T-squares, and knives.
- Safely operate and use computers, graphics software, and other modern office or graphic production tools and equipment.
- Schedule, organize, and prioritize projects and assignments in order to meet timelines.
- Maintain the cleanliness and orderliness of work areas and supply/storage areas.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, representatives of outside agencies, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: one year of full time experience as a graphic artist, graphic designer, or illustrator for an agency or organization.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, bending and twisting of waist, lifting and carrying items weighing up to 10 pounds, repetitive use of hands to perform simple and power grasping, and repetitive use of hands in order to operate computers, printers, copiers, telephones. Occasional: walking, standing, bending and twisting of neck, squatting, pushing and pulling, reaching above and below shoulder level, and lifting and carrying display equipment weighing up to 50 pounds for a distance of up to 200 feet.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for travel. Employees in this class may be required to use their own vehicle.

Registrations/Certificates

None required.

Working Conditions

The primary work places are in an office environment or a print shop. Travel to locations within and outside of the County may be required on an occasional basis. Work involves frequent exposure to computer screens, sharp edges found on T-squares and knives, darkroom chemicals, printing inks, and machines or equipment such as printing presses, laminators, and plotters. Employees may be required to wear gloves or visual protective gear.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probation Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: May 5, 1967
Revised: December 17, 1999
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