

GRAPHIC ARTIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this title performs specialized graphic art work designing, creating and preparing signs, posters, flyers, transparencies, displays and exhibits, illustrations, maps, graphs and other promotional and informational materials for a municipality or library. Depending on assignment, incumbent may also be responsible for the creation and/or maintenance of a basic website. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Creates original art for promotional and information materials such as posters, signs, flyers, pamphlets, calendars, programs, bookmarks, newsletters, presentations, and the Web;

Conceptualizes, designs and reproduces sample layouts based on knowledge of layout principles and esthetic design concepts using desktop publishing software;

Confers with supervisor to determine layout design and develop graphics;

Prepares illustrations or rough sketches of material, discussing with supervisors and making necessary changes;

Prepares transparencies from drawings, books, photographs, original artwork, etc;

Makes color overlays for such transparencies as required;

Enlarges or reduces freehand maps, sketches, graphs from source prior to making transparencies and copies of such illustrations by utilizing specialized equipment;

Designs and produces camera-ready art including color separations for calendars, programs, book displays and newsletters;

Designs, prepares and arranges materials for displays or presentations;

Designs and develops graphics and layouts for website and updates web pages using software tools such as Dreamweaver, Wordpress, Drupal, etc;

Checks preliminary and final proofs for errors and makes necessary corrections;

Reviews final layouts and suggests improvements as needed;

Maintains an archive of digital files, images, illustrations, photographs and previous work products;

Uses computer applications or other automated systems such as desktop publishing, spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of design tools, techniques and terminology associated with the field of graphic illustration; good knowledge of the uses and purposes of graphic and desktop software programs; familiarity with the uses and purposes of transparencies, spirit masters, copies, color overlays and color pick ups of maps, charts, pictures, sketches, and graphs in the audio-visual field; good knowledge of basic concepts and terms used in printing and reproduction related to the areas of photography and publication layout and design; good knowledge of methods and procedures of producing, publishing and distributing printed and electronic informational materials; ability to plan, design and prepare attractive graphics and illustrative materials; ability to use computer-assisted design techniques in preparation of presentations; ability to translate ideas into finished graphic products; ability to develop and design visual aids; ability to follow oral and written directions; ability to work well with others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as desktop publishing, spreadsheets, word processing, e-mail, and database software; familiarity with the operation of audio-visual equipment; creative and technical ability; neatness; accuracy; good judgment; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience where the primary function of the position was in graphic design, illustration, or commercial art, which included computer assisted design techniques.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a degree in Graphic Design, Fine Art, Illustration, Computer Graphics or a closely related field, may be substituted on a year for year basis for up to four (4) years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

Cities of Rye and Peekskill

J.C: Competitive

Towns, Villages

J. C.: Non-Competitive (one position only)

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Job Class Code: 0237