

GRAPHIC ILLUSTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs specialized graphic artwork designing and creating signs, posters, flyers, drawings, displays, exhibits, and other promotional or informational materials for School District presentations and publications. Depending on assignment, an incumbent may also be responsible for the creation and/or maintenance of a basic web site. Supervision is not a responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops concepts, designs and simple layouts based upon knowledge of design principles and esthetic concepts using desktop publishing software;

Designs and produces original art for promotional and informational materials such as posters, signs, flyers, pamphlets, calendars, programs, bookmarks, newsletters, announcements, 3-dimensional displays and presentations;

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

Utilizes digital camera equipment to take photos; selects and saves for use in publications, media, etc;

Prepares rough sketches and illustrations of materials and confers with supervisor to determine layout design;

Suggests improvements to layouts such as the addition of graphics to enforce concepts;

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

Prepares and arranges materials for displays or presentations i.e. bulletin boards;

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;

May design and develop graphics and layouts for basic web pages and ensure content is up-to-date using software tools, such as Dreamweaver, Wordpress and Drupal.

REQUIRED KNOWLEDGES, 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; 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 digital camera and equipment; 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; creative ability; good judgment; neatness; accuracy; 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, commercial art, or desktop publishing work which must have 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.

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
J. C.: Non-Competitive
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Job Class Code: S322