

GRAPHIC ARTIST

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Planning Department and involves responsibility to design and execute visual graphics and art work for use in publications and display materials using manual and micro-computer assisted design techniques. The work is performed under the general direction of a Senior Graphic Artist with leeway allowed for the exercise of independent judgment in planning the various graphics methods used. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Designs and creates graphics and art work for brochures, signs, posters and graphs for use in publications or other presentations;
Illustrates maps, charts and graphs by using pastels, show card colors, prestype, felt tip, india ink and colored paper overlays;
Does LeRoy and free-hand lettering of posters, flip charts, transparencies and other graphics materials;
Illustrates a variety of departmental reports, publications, informational and promotional booklets, pamphlets and administrative or statistical reports;
May use a variety of graphics illustrative techniques involving micro-computer software, paste-ups, varityper or transfer lettering, pen and ink, adhesive colored film and paper overlays, pastel chalks, oil and water color, and air brush work;
Performs research related to community planning projects to aid in design activities;
Designs and drafts logos, letterheads and envelopes for County Departments;
May crop, size and retouch photographs for use on covers, or in text of reports and illustrations;
Assists in selecting colors, stock and bindings for a variety of graphics reproduction projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of art media and graphic techniques; working knowledge of the tools, terminology and equipment used in the preparation of graphics and art work; ability to plan, design and prepare attractive graphics and illustrative materials; ability to translate ideas into finished art products; ability to use manual and computer assisted design techniques in preparation of visuals; ability to follow oral and written directions; good motor, and hand and eye coordination; artistic and creative ability.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in art, fine art, graphic art, design, studio art, commercial art or a closely related field, which included both manual and computer assisted design techniques; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in a position involving graphic illustration, graphic design or commercial art, which included both manual and computer assisted design techniques; **OR**
- C. An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.