

GRAPHIC ARTIST

DEFINITION OF WORK

Under regular supervision, performs difficult computer generated design and illustrations; and other skilled and technical work in the preparation of material for print, video and map media; does related work as required.

EXAMPLES OF WORK

Designs and prepares layouts for all printed and display material, including brochures, maps, reports, newsletters and marketing materials; illustrates and prepares graphics and/or supporting materials; designs and produces layouts for planning newsletters, annual reports, development guides and other finished reports on personal computer; incorporates photographic and other visual media into department documents; and maintains graphic print supplies and materials for quality control.

EMPLOYMENT STANDARDS

Education and Experience: Bachelors degree in graphic arts or closely related field or an associate degree with considerable experience with desk top publishing software in a PC environment.

Knowledge, Skills and Abilities: Considerable knowledge of various desktop publishing software, including PageMaker, CorrelDraw and Ventura Publisher, on a personal computer; knowledge of the principles, practices, techniques and equipment of mechanical, artistic and computer-generated drawing; ability to prepare graphic material for computer generated slides; ability to prepare accurate drawing for graphic presentations; skills in the use of common artist and graphic tools and equipment; ability to follow oral and written directions.