

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: NON-COMPETITIVE
APPROVED: 01/29/92

GRAPHIC ARTIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves designing and executing professional artwork and visual materials in the Planning and Industrial Development Department. The incumbent performs complete artwork in designing and preparing illustrations of various types. Work is performed under the general supervision of an assigned departmental employee with independent judgment used in carrying out technical details of this field. Supervision of subordinate technicians in this field and assigned clerical support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Takes and interprets photographs.
2. Designs and prepares professional art work of varying kind and complexity, including posters, charts, signs, graphs and related illustrations;
3. Performs hand lettering as required for flip charts, graphs, posters, etc.;
4. Performs photographic work in taking films, photographs and preparing slides and filmstrips;
5. Draws simple sketches to illustrate textual matter;
6. Lays out and pastes up booklets and pamphlets;
7. Designs and prepares exhibits and/or assists in the preparation of larger or more complex exhibits;
8. Designs and prepares covers for informational and statistical reports;
9. Prepares printer ready copy;
10. Prepares maps, plans, charts, overlays and graphic illustrations of planning data from sketches, basic maps and diagrams.
11. Performs technical maintenance on equipment used in this field.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and procedures of drawing and lettering and of the preparation of posters, charts and exhibits; thorough knowledge of materials and equipment used in the preparation of illustrations and exhibits; ability to graphically illustrate concepts, and displays of high artistic quality; ability to assist in the design and planning of posters and lettering display materials; ability to get along well with others; a high degree of artistic skill; industry and dependability; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Two (2) years of permanent competitive status as a Graphic Technician.

OPEN-COMPETITIVE: Graduation from high school or possession of a New York State Equivalency diploma.

- AND:**
1. Bachelor's degree from an accredited New York State college or university in commercial art and two (2) years of full-time paid commercial art experience, one (1) year which involved direction of others in this field.
 2. Completion of a New York State registered or recognized two (2) year college or technical institute program in commercial art and four (4) years of full-time paid commercial art experience, one (1) year which involved direction of others in this field.

OR: 3. Six (6) years of full time paid commercial art experience, one (1) year of direction as above.

Non-competitive approved by State CSC 12/17/2001.