

DEPARTMENT: ALL APPLICABLE
CLASSIFICATION: COMPETITIVE
APPROVED: JULY 24, 2017

GRAPHIC TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves the development and creation of graphic designs and presentations. An employee in this class is required to exercise extensive creativity in the preparation of graphic materials and presentations. The work is performed under direct supervision with some leeway allowed for the exercise of independent judgment in planning work details and art methods to be used. Supervision may be exercised over subordinate staff assigned to this function. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Designs and creates messages for publications, displays, advertisements, imprinted products, electronic communications, and elements of web pages using computer software;
2. Assists with layout and production (printing) as needed;
3. Coordinates printing services, working within allotted budget;
4. Solicits, assesses, and makes recommendations on price quotations and bids as appropriate;
5. Provides publication guidance to other employees to assist them in the production and effective use of their own publications;
6. Uses computer software including desktop publishing, photo editing, other graphics and web-design software, and photographic equipment;
7. May operate duplicating machines in producing a variety of forms, publications and other manuscript materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the techniques, terminology and uses of equipment used in the preparation and reproduction of graphics and art work and digital publishing; good knowledge of computers and computer software used in desktop publishing and web/digital design; good knowledge of design, communication and illustration techniques; ability to prepare complex graphic designs and presentations to meet department needs; ability to plan, design and prepare attractive graphic and illustrative materials; ability to estimate and evaluate costs for graphic design projects and drafting; ability to establish and maintain effective working relationships with others; ability to perform substantial close, detail work requiring intense visual effort and strain; ability to follow oral and written directions; ability to assist others in defining their graphics needs; attention to detail and accuracy; artistic creativity and skill; initiative and resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive status as a Duplicating Machine Operator immediately preceding the date of written examination.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND one of the following:**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in media arts, graphic design, commercial art production or related field **AND** one (1) year of full-time paid graphic design experience utilizing modern computer software and responsibility for purchasing, printing, advertising, and related services; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in media arts, graphic design, commercial art production or related field **AND** three (3) years of full-time paid graphic design experience utilizing modern computer software and responsibility for purchasing, printing, advertising, and related services; **OR**
3. Five (5) years of full-time paid graphic design experience utilizing modern computer software and responsibility for purchasing, printing, advertising, and related services; **OR**
4. An equivalent combination of education and experience as defined above.