

NEW CASTLE COUNTY GOVERNMENT

Number 0650

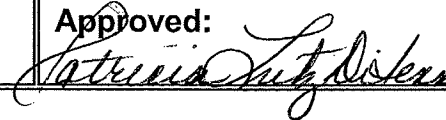
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CLASS SPECIFICATION

Date 05/01/03

Title: GRAPHIC ARTS DESIGNER

Approved:



GENERAL STATEMENT OF DUTIES: Prepares illustrations, designs, and related material for use in reports and displays; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs technical drafting and graphic art work in the preparation of maps, illustrations, displays, and publications. This employee is assigned responsibility for special graphics and must exercise initiative and independent judgment in the development of the desired material and may assist in general drafting duties as required. The work is supervised through review of finished products for desired results by a designated supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Designs posters, charts, and graphs for displays and drawings for covers, flyers, booklets, folders, pamphlets, and other purposes, handling all phases of the work from original layout or sketch to finished drawing or final printed product;
- Prepares charts and graphs for presentations;
- Does freehand or stencil lettering;
- Does "paste-ups" of various publications;
- Writes printing specifications for bids;
- Maintains inventory of supplies and equipment;
- Prepares drawings and provides copies;
- Prepares information for publications, reports, and manuals;
- Sets up third dimensional displays for special occasions;
- Prepares planning maps and reports, including topography and format;
- Assists drafting technicians as required;
- Promotes an ongoing attitude of dedication to excellent public service to ensure that internal and external customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of drafting and commercial art; good knowledge of cartography, photography, and topography; knowledge of printing and reproduction techniques; skill in the use of a variety of software programs to design, lay out, and prepare spreadsheets, charts, manuals, reports, and publications; skill in freehand drawing, lettering, and coloring; ability to develop illustrative materials based on a minimum of instructions from textual,

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tabular, and other material; ability to establish and maintain effective working relationships with employees; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least one year experience in commercial art and completion of two years of college with major course work in commercial or graphic art, cartography, drafting, engineering, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 06/01/78
Revised: 06/05/89
Revised: 03/01/94
Revised: 07/01/98
Revised: 05/01/03