

GRAPHIC ARTS SPECIALIST

KIND OF WORK

Skilled work in production of graphic arts materials

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for performing skilled work in the preparation of drawings, graphs, maps, diagrams, and other materials to be used for pamphlet and magazine illustrations or displays. Work may involve original designs and may include all steps in various production techniques, such as photography, lithography, drawings, cartography. Resources may include outlines of subject matter, rough sketches, and reference materials and the employee is expected to apply or adapt appropriate graphic arts methods to complete assignments. Responsibility also extends to layout and preparation of presentations. Performs related work as required.

This class differs from the Information Officer series in that it specializes in provision of technical knowledge in the area of graphic arts, while the Information Officer series is involved in a broader sense in the monitoring, dissemination, and provision of information and informational materials throughout state agencies.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Design and illustrate a variety of publications, integrating photography into the layouts so that author's ideas/information are presented appropriately and effectively, communicating a message while enhancing the agency's image by consulting with employees from every discipline to evaluate specific project needs, anticipating project scope, direction, and demands; organizing and interpreting projects to incorporate timely, cost-effective production and printing methods; designing the project, including layout, typesetting, keylining, illustrating, coordinating color schemes, determining reproduction and printing methods, per sponsor's requests; designing materials for posters, exhibits, and information booths; making use of computer to produce designs, illustrations, and keylines; providing sponsor with layout and/or rough that is appropriate in communicating finished product; producing quality illustrations for printed pieces, display, exhibitions, preparing all drawings and illustrations, including three dimensional displays; drawing, and illustrating materials for use in pamphlets, bulletins, and magazines for lectures, meetings, or hearings; consulting with contracted graphic artists, photographers, and other people on appropriate visuals and layouts.

Produce camera-ready material for publication so that quality is maintained and product is finished in a timely manner by taking pictures and producing high-print quality materials from camera; reproducing line shots, halftones, reversals, and other abstract effects needed for publications; meeting with other personnel who are qualified to operate camera to discuss material needs, ideas, and problem solving; making use of computer programs to coordinate materials for publications.

Design, illustrate, and produce camera-ready materials making use of desktop publishing techniques so that materials are produced in a timely and efficient manner by telecommunicating information among data sources; transferring images among programs; understanding printing methods; creating camera-ready products using laser printers or other technology; making use of documents imported from other programs in assembly and production of final product.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Graphic arts techniques and processes sufficient to design, illustrate and produce camera-ready documents.

Principles and techniques of pictorial drawing sufficient to draw and illustrate materials for presentation and information.

Tools and materials used in illustrative drawing work sufficient to make use of proper tools in the efficient and effective production of graphic arts design.

Skill in:

Drawing with pen and ink sufficient to make use of this method in creating and designing materials for clientele.

Ability to:

Create original art work and express ideas visually sufficient to carry out instructions from staff, management, and/or consultants.

Make use of photographic equipment sufficient to produce appropriate materials for presentation, and to be able to make use of appropriate abstract effects.

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Make use of appropriate desktop publishing and computer-aided technology sufficient to enhance finished products and provide sample products in an efficient and effective manner.

Understand and follow written and oral directions sufficient to carry out assignments and follow through on projects.

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Former Title(s):
Visual Aid Illustrator