



GRAPHIC ARTS SPECIALIST I

CHARACTERISTICS OF WORK:

This is skilled work in the preparation of design, layout, and art work in a department, center, institution, or agency of state government. The work involves preparing drawings, illustrations, and type for covers, brochures, books, posters, forms, banners, slides, and reports; using techniques best suited to produce desired visual effects in conformance with printing methods specified; preparing maps of specified area; and operating photographic equipment to photograph illustrations, drawings, and printed materials. Incumbents usually work under the direct supervision of a manager in a graphic arts office.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Bachelor's Degree from an accredited four-year college or university in Art, Graphic Art, or a directly related field.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Four (4) years of experience in work directly related to the described duties.

Substitution Statement:

Above graduation from a standard four-year high school or equivalent (GED), directly related education and directly related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit; stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Graphic Design: The process of communicating visually using typography and images to present information, embracing a range of cognitive skills, aesthetics, and crafts and referring to both the process (designing) by which the communication is created and the products (designs) which are generated.

Possesses the basic fundamentals of graphic design and applies them to projects assigned. Demonstrates an understanding of page layout to express meaning and convey information. Applies typographic principles to solve design problems. Identifies basic principles of design (unity, contrast, proportion, etc.) Identifies basic color theory. Identifies associations, properties, and perceptions of color. Prepares (in black and white and/or color) types, drawings, illustrations and production specifications for covers, books, slides and reports: studies layouts or proposed sketch, selects technique, and executes design.

Design: Explores the organizational and perceptual qualities of design.

Demonstrates an understanding of the function of placement. Demonstrates an understanding of the function of line. Demonstrates an understanding of the function of value, texture, shape, color, and organization. Demonstrates understanding of design as visual problem solving through; narrative, imagination, materials, decoration, logo, utility (chair), layout, recycled.

Drawing: Is able to provide a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises.

Is able to adjust proportion through intersection. Understands the role of a variety of media (pencil, charcoal, ink, color pencil, copier). Applies drawing to a variety of images (landscape, figure, still life, non-representation). Understands the role of composition. Applies drawing to a variety of intentions.

Typography: The art and techniques of type design, and arranging type, including the arrangement of type is the selection of typefaces, point size, line length, leading (line spacing) and letter spacing.

Identifies caps, lowercase, uppercase, small caps, swashes, and ligatures. Identifies dingbats, bullets, rules, and symbols and their uses in publications. Prepares text in computerized format for covers, books, brochures, posters, maps, etc. Demonstrates the importance of contrast in typographical design. Identifies the basic type families and their uses.

Attention to Detail: Is thorough when performing work and conscientious about attending to detail.

Prepares clear, complete, and accurate detailed drawings in black and white and/or color from rough concepts provided. Draws detailed maps of cities, counties, state, and other areas showing location.

Technology Application: Uses machines, tools, or equipment effectively.

Operates photographic equipment to photograph illustrations, drawings, and printed materials. Uses a variety of equipment such as paper cutters, hole punchers, plate-making equipment, collating and binding equipment, and cameras.

Thinking Creatively: Develops, designs, or creates new applications, ideas, relationships, systems, or products, including artistic contributions.

Create designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Prepares drawings, photos, illustrations, and production specifications for covers, books, brochures, advertisements, posters, maps, slides, and reports.
2. Operates cameras to record agency events and meetings and to photograph illustrations, drawings, and printed materials.
3. Designs typography and production specifications for covers, books, brochures, advertisements, posters, maps, slides, and reports.
4. Assists in maintaining necessary equipment and inventory; restocks supplies as needed.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Prepares (in black and white and/or color) drawings and illustrations for covers, books, posters, slides, and reports.

Prepares designs, using selected techniques and rendering details from memory, manufactured products, or reference material.

Prepares clear, complete and accurate detailed drawings in black and white and/or color from rough concepts provided.

Creates detailed map of cities, counties, state and other areas showing location and identity of roads, communities, commercial or industrial areas, political boundaries, and other features.

Sets up and operates cameras, scanners, and/or copiers to photograph illustrations, drawings, and printed materials to produce various mechanicals for printing production.

Secures production method and vendor handling all state required paperwork.

Operates camera to record agency events and meetings.

Organizes photos.

Prepares text in computerized format for covers, books, brochures, advertisements, posters, maps, slides, and reports.

Designs type to complement other graphic elements for covers, books, brochures, advertisements, posters, maps, slides, and reports.

Ensures clear, complete and accurate type from draft copy provided.

Writes specifications for producing printed materials.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.