

## SENIOR GRAPHIC ARTIST

Code No.: 4-18-380  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the development of original visual and print media, including the performance of highly skilled art work and graphics. Employees coordinate the complete process of production of printed material, including needs assessment, design, and the supervision of the publications purchasing process, which may include specification development and oversight of the bidding process. This position differs from Graphic Artist by virtue of the expanded responsibility for, and independent judgement involved in, the production of agency publications. Employees work under the general supervision of the department head with leeway allowed in setting work priorities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.):

Supervises and coordinates the publication process, including drafting bid specifications, communicating with vendors and suppliers, initiating purchase orders to vendors, reviewing requisitions and maintaining related records of expenditures;

Assures conformance with specifications by establishing inspection, receiving and reporting procedures for deliveries from vendors;

Establishes and maintains a calendar of purchasing activities to assure timely ordering and delivery of goods and services;

Plans and schedules purchasing of assigned commodities using department requests and surveys, reviews of annual budget, and reviews of historical data;

Consults and works closely with other staff to assess needs, and to develop format, design, and composition for publications;

Creates charts, diagrams, graphs, posters and other graphic illustrations for instructional and/or informational purposes;

Prepares original art work to fit the topic being presented and the form of visual or print media used;

Designs pamphlets, brochures, calendars, newsletters, booklets and forms;

Marks copies and drafts for typesetting, for choosing proper type faces and for proper laying out of maps and illustrations;

Communicates with printers and other suppliers regarding methods, costs, deadlines and deliveries;

Does short notice art work, signs and miscellaneous instructional aids;

Prepares camera ready art to produce mechanicals for printing process;

Takes photographs by appointment or uses existing photographs on file;

Creates original multiple-color transparencies for instructional or administrative use;

Utilizes desktop graphics and publishing programs to produce a variety of printed and graphic material.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the field of graphics; good knowledge of photography and its principles; good knowledge of layout and arrangement; good knowledge of the principles and practices of publications purchasing; ability to create charts, diagrams, graphs, posters and simple illustrations; ability to create original art work; ability to formulate and prepare visual aids for tapes and recordings; ability to work well with a variety of people; initiative; adaptability; patience; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in Mass Communications, Fine Arts, Art, Graphic Design, or a related field, plus three (3) years of full time or its equivalent part time or volunteer experience in graphic design, desktop publishing, or a related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Mass Communications, Fine Arts, Art, Graphic Design, or a related field, plus two (2) years full time or its equivalent part time or volunteer experience in graphic design, desktop publishing, or a related field; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:** Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: June 4, 1998

