

## GRAPHIC DESIGNER

### CODES/PAY RANGE

Class Code: 1019

EEO Code: C

Pay Range: 123

### MAJOR FUNCTION

#### **Print**

Responsible work involving the design, creating, and development of collaterals used to facilitate community information.

#### **Web**

Responsible technical work designing, administering and editing the County's Internet website.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### **Print**

Formulates concepts in executing layout designs for art work and copy to be presented by visual communication media. Formulates basic layout concept and conducts research to select and secure suitable illustrative material.

Designs art and copy layouts for material to be presented. Studies illustrations and photographs to plan presentation of material, product, or science.

Determines size and arrangement of illustrative material and copy, selects, style, and size of type. Arranges layout based upon available space, layout principles, and aesthetic design concepts. May prepare illustrations or rough sketches of material to be presented. May mark up, paste up, and assemble final layouts to prepare layouts for printer.

Does research and copy work for printed media. Does still photography as required.

Assists with emergency public information responsibilities.

Performs related work as required.

#### **Web**

Responsible for analysis, development, design, and administration of the County's website.

Performs graphic format manipulation and compression for internet website to ensure graphic content is user friendly. Designs and edits graphics and photos for use on website. Works with County departments to discuss and facilitate website needs. Integrates content on to website. Works closely with external website provider and Information Technology Division.

Performs related work as required.

## **(Graphic Designer continued)**

### **KNOWLEDGE, ABILITIES AND SKILLS**

#### **Print**

Knowledge of graphic design and layout work. Knowledge of visual communication media.

Ability to develop layout designs and copy. Ability to research subject for suitable illustrative material. Ability to develop copy work. Ability to do still photography. Ability to coordinate and complete concurrent projects and assignments. Ability to work independently without direct supervision. Ability to communicate both orally and in writing. Ability to establish effective working relationships with clients, vendors and other staff.

#### **Web**

Knowledge of World Wide Web. Knowledge of computer design, computer software applications as they relate to the internet. Knowledge of current design/graphic trends on the internet. Extensive knowledge of HTML, JavaScript and other specialized programming language.

Ability to complete multiple tasks with minimal supervision and/or direction. Ability to meet time sensitive deadlines. Ability to communicate effectively within the organization and community. Ability to supervise support personnel

### **MINIMUM QUALIFICATIONS**

#### **Print**

Graduation from high school or possession of a GED and (4) years experience in layout and graphic design work.

#### **Web**

Graduation from high school or possession of a GED and (4) years experience in web design or similar experience.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

### **ADA REQUIREMENTS**

Physical Demands: Sedentary work. Ability to see (color vision; depth perception); finger dexterity. Ability to grasp, pick, pinch, sit.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional manuals, safety instructions, procedures, memos, and letters. Ability to perform shop math and geometry. Ability to write memos, captions, letters, instructions, and procedures. Ability to speak clearly and concisely.

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