

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

GRAPHIC ARTS DESIGNER

JOB DESCRIPTION

Employees in this job design publications, displays, exhibits, signs, and other forms of graphic support for educational, informational, and public relations program objectives.

There are five classifications in this job.

Position Code Title – Graphic Arts Designer-E

Graphic Arts Designer 9

This is the entry level. As a trainee, the employee works in a learning capacity performing a range of graphic arts designer assignments under close supervision.

Graphic Arts Designer 10

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of graphic art design assignments.

Graphic Arts Designer E11

This is the experienced level. The employee performs a full range of graphic arts designer assignments, and uses considerable independent judgment to make decisions requiring the interpretation and application of guidelines with considerable latitude with respect to specific work situations.

Position Code Title – Graphic Arts Designer-A

Graphic Arts Designer 12

This is the advanced level. The employee serves as either a lead worker responsible for assigning and directing the work of lower-level Graphic Arts Designers or as a senior worker performing the most complex graphic arts designer assignments. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

Position Code Title – Graphic Arts Designer-SS

Graphic Arts Designer 13

This is the staff specialist level. The employee uses specialized technician knowledge in performing highly complex graphic arts designer assignments involving authority for an assigned program. Staff specialist positions have sole and full time responsibility for an assigned program area, and are recognized through approval by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Prepares graphs, charts, maps, diagrams, posters, layouts, slides, and design formats for publications, pamphlets, exhibits, signs and other forms of graphic art presentation requiring interpretation of information.

Performs a variety of graphic art techniques to include: applying coloration to materials produced, freehand and mechanical lettering work, designing layouts, copy-fitting and preparing camera ready graphics, making paste-ups, cutting stencils, taking photographs and producing technical drawings.

Designs publications, displays, exhibits, signs, paintings, and other materials for graphic demonstrations and presentations.

Makes preliminary determinations as to what materials, resources, and graphic art methods will be used for designing and making posters, exhibits, slides, bulletins, pamphlets, magazines, or other forms of graphic presentation.

Confers with requesters and consults with printers, engravers, photographers, and subject matter experts in order to solve problems of graphic production interpretation, and presentation.

Uses specialized techniques such as airbrush, scratchboard, and halftone screen in the presentation of color, and black and white designs.

Creates anatomical paintings, illustrations, posters, photographs, and other materials used in exhibits or other graphic presentations.

Prepares and installs exhibits to include laying out display cases, panels and artifacts and painting and staining exhibit panels and furniture.

Maintains files of drawings, tracings and inventories, and maintains instruments and equipment related to the work.

Uses automated and computer systems, such as desktop publishing with personal computers, to lay out, design draw and create presentations.

Produces camera ready art or components of layouts or finished art by using computer graphics packages.

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Translates ideas into specific graphic presentation(s) including caricatures, portraits, illustrations, or other finished fine art techniques.

Prepares markups and drafts, and estimates of the time, resources, and materials needed to produce the desired products.

Designs publications, displays, exhibits, signs, paintings and other materials used in graphic demonstrations and presentations.

Assesses usefulness and cost effectiveness of computer hardware and software pertaining to work.

Performs related work as assigned.

Additional Job Duties

Graphic Arts Designer 12 (Lead Worker)

Coordinates graphic art design and production work for other Graphic Arts Designers with responsibility for the final product.

Assigns and oversees artwork produced by artists on major design projects.

Graphic Arts Designer 12 (Senior Worker)

Serves as a technical expert in an area of graphic art design and presentation.

Designs, executes, and presents the more complex and technically difficult displays, publications, promotional materials, etc.

Graphic Arts Designer 13

Exercises independent authority and responsibility for an assigned graphic arts program.

Serves as recognized expert within program area, and provide technical assistance to other departmental staff.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, thorough knowledge is required at the advanced level, and extensive knowledge is required at the specialist level.

Knowledge of the principles and techniques of graphic composition, and the use of two or more colors.

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Knowledge of the principles and practices involved in graphic presentation of statistical, scientific, and historic information, and other informational subject matter.

Knowledge of various styles of drawing charts and graphs, and methods of production.

Knowledge of the techniques of lettering involving spacing, arrangement, margin, tone and color.

Knowledge of contrast and techniques of third dimension in poster design and in other presentations.

Knowledge of the methods of calculating proportions and percentages, plotting by scale or geometric and algebraic principles.

Knowledge of various type styles and their application to the media involved.

Knowledge of fabric, color combinations, lighting effects, wood trim and other materials suitable for exhibits.

Knowledge of the use of various types of folds for booklets and pamphlets.

Knowledge of the methods of graphic art production, the relative effectiveness and efficiencies of certain methods of production, and related cost.

Knowledge of computer hardware and software used in graphic arts production.

Ability to follow complex oral and written directions.

Ability to adapt and graphically present various types of information.

Ability to produce freehand and mechanical letter work.

Ability to select and use various inks, oils, colors, transparent watercolors and weights of paper for the most effective presentation of work.

Ability to choose effective color schemes for charts, graphs, maps, and posters.

Ability to use drawing instruments and other artistic tools effectively.

Ability to interpret the basic principles and ideas of various subjects into graphic representation.

Ability to make models, cut out letters or objects for exhibits.

Ability to compose attractive and informative exhibits and displays.

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Ability to troubleshoot computer as it relates to graphic arts production.

Ability to maintain records, prepare reports and write correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Graphic Arts Designer 12 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Graphic Arts Designer 12 (Senior Worker)

Ability to analyze and solve more complex graphic art design problems.

Graphic Arts Designer 13

Some knowledge of programmatic and developmental aspects of assigned program area.

Ability to organize and operate assigned program.

Ability to adapt new technology and methods to enhance program effectiveness.

Working Conditions

None.

Physical Requirements

None.

Education

Two years of college (60 semester or 90 term credits) with course work in art, art education, or graphic art design.

Experience

Graphic Arts Designer 9

One year of experience in commercial art or graphic presentation.

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Graphic Arts Designer 10

Two years of experience in commercial art or graphic presentation equivalent to a Graphic Arts Designer, including one year equivalent to a Graphic Arts Designer 9.

Graphic Arts Designer E11

Three years of experience in commercial art or graphic presentation equivalent to a Graphic Arts Designer, including one year equivalent to a Graphic Arts Designer 10.

Graphic Arts Designer 12

Four years of experience in commercial art or graphic presentation equivalent to a Graphic Arts Designer, including one year equivalent to a Graphic Arts Designer E11.

Graphic Arts Designer 13

Five years of experience in commercial art or graphic presentation equivalent to a Graphic Arts Designer, including two years equivalent to a Graphic Arts Designer E11 or one year equivalent to a Graphic Arts Designer 12.

Alternate Education and Experience

Two years of commercial art or graphic presentation experience may be substituted for the education requirement.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

GRAARTDES

Job Code Description

Graphic Arts Designer

Position Title

Graphic Arts Designer-E

Graphic Arts Designer-A

Graphic Arts Designer-SS

Position Code

GARTDESE

GARTDESA

GARTDESS

Pay Schedule

L32-007

L32-013

L32-015