

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CAPITAL DEVELOPMENT BOARD ART IN ARCHITECTURE TECHNICIAN

POSITION CODE: 06533

Effective: 07-01-2005

DISTINGUISHING FEATURES OF WORK:

Under general direction, provides technical graphic arts support to the Capital Development Board's Art In Architecture program by providing technical design and publication of booklets, posters, and forms; coordinates publications with user agencies, print shop, photographers, framers and plaque makers; maintains and updates the artists registry of slides and images; produces camera ready copy; revises or develops various forms, graphs and presentation materials; creates and formats reports, charts, posters and other related graphic arts media.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Utilizes computer software and hardware and other graphic arts tools and equipment to design and develop perform technical graphic functions related to the development and revision of agency documents; produces camera ready material for printing purposes; develops master documents; determines page layout and graphics; performs paste-up work; maintains master file of original documents and forms; digitizes photos and printed forms utilizing computer scanning equipment.
2. Responsible for the design and publication of in-house Art-In-Architecture publications, posters, and forms; provides technical assistance, planning and advice to define special needs for each project; reviews and recommends proper design and formats for documents.
3. Maintains and updates Artists Registry of slides and images for competition project announcements and limited invitation presentations and for history files; maintains and updates Art-In-Architecture program files and images on history of the program.
4. Coordinates projects with fiscal program to obligate project budgets, contracts and assure payments; coordinates with contract program to establish contracts with artists; maintains and updates project files, and tracks the progress of projects via computer.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CAPITAL DEVELOPMENT BOARD ART IN ARCHITECTURE TECHNICIAN
(Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college with courses in art, graphics and layout.

Requires two years experience in layout and design production.

Knowledges, Skills and Abilities

Requires working knowledge of graphics art resources/materials management.

Requires working knowledge of inventory record keeping and controls.

Requires working knowledge of visual design, layout and graphic presentation.

Requires working knowledge of printing techniques as applied to graphic presentation.

Requires working knowledge of appropriate software to effectively create graphic arts products.

Requires ability to operate a personal computer.

Requires ability to make cost-effective use of equipment and supplies.

Requires ability to translate ideas into graphic expressions.

Requires ability to maintain effective working relationships with co-workers, agency clients and commercial printers.

Requires ability to create effective formats for forms, booklets, and publications.