

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GRAPHIC ARTS DESIGNER

POSITION CODE: 17366
Effective: 09-01-09

DISTINGUISHING FEATURES OF WORK:

Under direction, performs a variety of highly skilled, creative and diversified professional graphic and artistic functions to achieve final production of printed material or audio-visual presentations for the agency; coordinates complex and intricate projects from concept to completion; provides design, lay-out, illustration and selection of processes and materials for agency staff and produces a wide variety of graphic arts materials for educational, informational and organizational purposes.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Communicates and consults with clients on design objectives; diagnoses in-house client needs and provides professional support to other departments by translating needs into graphic capabilities.
2. Provides creative original solutions from concept through camera ready art, using manual techniques and/or personal computers with graphics related software and hardware for intricate projects such as four color process for outside production; designs complete promotional campaigns, logos, multi-projector slide shows, visuals for TV and video, 3-dimensional displays and web sites.
3. Recommends outsourcing media preparation due to cost or overtime factors; prepares bid specifications and schedules production with printers, typesetters and sign painters to meet deadlines; maintains professional working relationships with outside sources such as print shops, suppliers and vendors to ensure appropriate supplies are ordered and received and to obtain printing by vendors.
4. Utilizes computer software and hardware and other graphic arts tools and equipment to develop or revise various agency forms, handbooks, brochures, newsletters and other materials; records information on computer discs, checks for errors by proofreading and checking punctuation and spelling.

GRAPHIC ARTS DESIGNER (Continued)

5. Maintains expertise in graphic arts, printing technology and methodology, including computer based software/hardware and traditional techniques; review and installs new software and upgrades; downloads technical information of software and consults with technical sources to resolve problems in the use of software.
6. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to four years of college with a concentration in art and one year of experience in art/design production or graphics.

Knowledge, Skills and Abilities

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

Requires extensive knowledge of printing techniques as related to graphic presentation.

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

Requires ability to operate a personal computer.

Requires the ability to exercise self-discipline and work under pressure to meet work deadlines and production schedules.

Requires ability to perform library searches.

Requires ability to translate ideas into graphic expressions.

Requires extensive skill in drawing and use of color.

Requires ability to maintain effective working relationships with coworkers, agency clients, commercial printers, vendors and ad agencies.

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

Requires ability to participate in planning and production of promotional, educational and informational material.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.