

## GRAPHICS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for assisting the Director of Graphics in coordinating the operations of the County's Graphics division and ensuring that established departmental graphics standards and guidelines are applied throughout the County. Guidance is provided by this position and lower level Program Specialists (Graphics) to other departments which use their own personnel to prepare routine to mildly complex graphic projects. Responsibilities involve evaluating, prioritizing, coordinating and participating in graphic projects for all County departments. Incumbents must possess artistic as well as technical skills in the design, layout and production of graphic art material. Supervision is exercised over a number of professional and technical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists the Director of Graphics in coordinating the County's Graphics program and operations by ensuring that established guidelines, standards and procedures are applied and used consistently throughout County departments;

Provides support and technical assistance to County departments by establishing and maintaining relationships with those performing graphic artwork (including typesetting);

Ensures that methods used in developing abstract ideas of computer graphics and design programs are understood by user departments and applied consistently in accordance with County guidelines and standards;

Supervises and/or participates in developing design and layout plans for literature, brochures, pamphlets, advertisements, promotional material, annual reports, stationery, uniforms, I.D. cards, business cards, plaques, invitations, programs, charts, graphs, and signing systems; specifies type, color, paper stock, and final artwork;

Coordinates the computerized production of 35mm slides for departmental presentations;

Maintains and coordinates an on-line computerized library of graphic line art to enable the retrieval of pre-printed materials for the production of recurring projects;

Supervises and coordinates on-line, integrated, computerized typesetting and composition systems;

Instructs designers in production of graphics pieces including brochures, manuals, posters, etc., and also in the use of technical tools and computer software and hardware.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and techniques of illustration and graphic design; thorough knowledge of the techniques in the preparation of and the capability of equipment used for the reproduction of graphic material; good knowledge of the fundamentals of perspective, design color, harmony, and composition; familiarity with dark room techniques; ability to create effective and artistic formats for books, flyers and other printed material; ability to supervise the work of others; ability to understand an abstract idea and develop it into a final product; ability to establish and maintain effective working relationships; creative ability; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either: (a) Eight years of technical experience in illustration, graphic design or desktop publishing, which must have included experience in typesetting, engineering or architectural drafting and two years of supervisory experience; or (b) a certificate of satisfactory of a two year post high school course\* in Art or a closely related field with major concentration in graphic design or illustration and six years of experience as defined in (a); or (c) Bachelor's Degree\* in Art or a closely related field with major coursework in graphic design or illustration and four years of the experience defined in (a), including the supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 credits\* towards a Bachelor's Degree in Art or a closely related field, with major coursework in graphic design or illustration may be substituted on a year for year basis for the experience defined in (a). Candidates must have the specialized and supervisory experience as described in (a).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.