

SENIOR GRAPHIC ILLUSTRATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the initial drafting and various stages in the production of graphic art projects. Incumbents prepare and update reports, plans, charts, brochures, posters, etc., by using desktop publishing software and by hand drawing to develop a finished product. Incumbents must possess artistic as well as technical skills in the design, layout and production of graphic art material. Supervision may be exercised over the work of a small number of subordinate technical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares preliminary graphic art material for brochures, signs, flyers, posters, etc., and conceptually designs illustrations from sketches, diagrams, or oral instructions drawing or by using desktop publishing software or by drawing by hand;

Prepares final artwork and production based upon approval of layout and designs; imports graphics, text and photographs to desktop publishing software;

Prepares mechanicals for multi-color offset printing and for other methods of reproduction, including charts and miscellaneous presentations;

Prepares perspective sketches and three-dimensional models thereof to illustrate problem solutions not made clear by two-dimensional drawings;

Prepares and arranges exhibit materials;

Makes detailed revisions of existing documents within desktop publishing files as assigned;

Uses automated scanning equipment on black and white or color photos for import to documents;

Makes mathematical computations necessary for typesetting of printed material;

Updates desktop publishing software as required;

Maintains a library of digital files to easily access graphic art materials for reference or revision;

May perform other incidental tasks, as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the uses of drafting instruments and desktop publishing and software programs for graphic illustration; good knowledge of the materials and processes involved in the scanning and reproduction of graphic material; good knowledge of the uses and purposes of graphic and desktop software programs of models, graphs, and charts including knowledge of type specification and the application thereof; ability to adapt color to the purpose of a particular plan; creative and technical ability; ability to coordinate work with other staff; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; accuracy; good judgment; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and four years of technical experience in illustration, graphic design or desktop publishing, which must have included experience in the design and production of a variety of visual materials.

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a degree in Art, Communication, Media, or closely related field, may be substituted on a year for year basis for up to four years of the above stated experience. Candidates must have completed at least three (3) credits in graphic design, illustration or desktop publishing.

*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 Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.