



Code: 6408

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

CLASS TITLE: GRAPHIC ARTIST II

CHARACTERISTICS OF THE CLASS

Under supervision, performs moderately complex creative art and graphic design functions for publications and exhibitions for city departments, and performs related duties as required

ESSENTIAL DUTIES

- Consults with client departments to discuss design specifications of requested art work or revisions of existing publications
- Designs and lays out art work using professional computer graphic programs (e.g., Adobe, Illustrator, Photoshop) or traditional art production methods
- Prepares camera-ready art for inclusion in publications (e.g., brochures, posters, signs)
- Designs display exhibits and assists in their preparation and installation
- Participates in meeting with clients to obtain final approval of completed art work
- Performs routine maintenance and cleaning of related equipment and materials
- Maintains art files and art supplies inventory

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two (2) years of commercial art work experience, **OR**
- Graduation from an accredited college or university with an Associate's degree or higher, plus one (1) year of commercial art work experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Reprographics/photocopier high volume production environment
- Exposure to fumes, dust and loud noise

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)
- Bindery equipment and devices (e.g., large scale, laminator, glue/wax machine, dry mount press)

PHYSICAL REQUIREMENTS

- Occasional lifting and carrying (up to 30 pounds) is required
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *graphic design and commercial art principles, practices and techniques
- *applicable computer software packages
- publication design and printing

Some knowledge of:

- applicable city departments, services and programs

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *TIME MANAGEMENT – Manage one's own time or the time of others

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- VISUALIZE – Imagine how something will look after it is moved around or when its parts are moved or rearranged
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2014; April 2025