



Code: 6409

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

CLASS TITLE: GRAPHIC ARTIST III

CHARACTERISTICS OF THE CLASS

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

ESSENTIAL DUTIES

- Conceptualizes thematic designs for print materials (e.g., logos, brochures, mounted displays, banners, web graphics)
- Designs complex art work using professional computer graphic programs (e.g., Adobe, Illustrator, Photoshop) or traditional art production methods
- Discusses design specifications and creates presentations for client departments
- Selects photographs and illustrations to be used in publications
- Monitors the printing of publications to ensure specification standards are met
- Designs and completes art work and text for major exhibitions
- Coordinates the preparation of different elements of displays to ensure design specifications and established deadlines are met
- Meets with clients to obtain final approval of completed art work
- Performs routine maintenance and cleaning of related equipment and materials
- Participates in ordering and maintaining graphic arts supplies
- May oversee the work of less experienced graphic artists and provide technical assistance, as required
- Participates in training staff in the use of basic design and exhibit installation tools, as required

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

- Three years of commercial art work experience, or an equivalent combination of education, training, and 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, 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

Considerable knowledge of:

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

Moderate knowledge of:

- inventory procedures
- applicable city departments, services and programs

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

Other knowledge as required for successful performance in the Graphic Artist II class

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
- *MONITORING – Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *TIME MANAGEMENT – Manage one's own time or the time of others

Other skills as required for successful performance in the Graphics Artist II class

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 abilities as required for successful performance in the Graphics Artist II class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- 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

Other characteristics as required for successful performance in the Graphic Artist II class

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