

GRAPHICS DESIGNER, SENIOR

Job Code	Pay Grade
07539	CL15

Nature of Work

This is advanced skilled creative and technical work involved in designing, illustrating, laying out, producing and reproducing a variety of graphic materials and displays with cross media and platform design applications. An employee in this class is responsible for the preparation of graphic displays to support a written or verbal presentation. Work requires the utilization of commercial art techniques and the ability to design and develop graphic material to illustrate programs, issues and ideas for publication, exhibition and technical use. At this level the employee exercises team leadership and coordination responsibility with internal staff and external clients and vendors. Incumbent performs advanced technical and highly specialized assignments including the most complex projects. The incumbent reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 6 years experience in commercial or graphic art work or a related field that includes assignments requiring application of automated office information systems, data processing, word processing and related graphic art technologies; or
- Associate's degree or completion of 2 years of technical or vocational coursework in graphic arts, commercial art, or directly related field and 4 years experience applying advanced skills in commercial or graphic arts; or
- Bachelor's degree in commercial or graphic design, or directly related field and 2 years experience applying advanced skills in commercial or graphic arts; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Meets with department representatives or Communications staff to determine job requirements, budget, concept and design of job; recommends most visually and cost-effective graphic presentation.
- Determines style, technique and medium best suited to produce the desired effect within budget constraints.
- Designs, produces and manipulates graphics for electronic presentations such as digital photography, 3D and 2D graphics, 3D and 2D animations and streaming digital video.
- Designs and prepares illustrative material for brochures, pamphlets, posters, flyers, reports, and a wide variety of printed collateral materials.
- Designs and prepares interactive electronic files, such as web pages and online newsletters.
- Designs, lays out and produces artwork on posters, display panels, signage, diagrams and maps.
- Prepares specifications and evaluates proposals for outside graphic reproduction services.
- Oversees print processes including estimating, pre-press direction, film/digital proof approval, press checks and archiving.
- Designs and develops sets for television broadcast studios, both virtual and hard setups.
- Maintains and reports project workflows in a project management environment.
- Maintains electronic and hard copy archives of all graphic art files.
- Checks condition of computer, peripheral and printing equipment and reports defects to superior for repairs.
- Performs related work as assigned or required.

GRAPHICS DESIGNER, SENIOR (continued)

Job Code	Pay Grade
07539	CL15

Knowledge, Skills, and Abilities

- Knowledge of the techniques of commercial art procedures and production.
- Knowledge and skill in the design and production of current web related applications.
- Knowledge of the principles, practices, techniques and instruments associated with graphics and design work.
- Knowledge and skill in use of both Mac and PC platforms, operating systems, file formats, and current mainstream graphics software.
- Knowledge of printing industry as it relates to processes and production procedures including estimating, pre-press direction, film/digital proof approval, press checks and archiving.
- Knowledge of a variety of small and large format output devices.
- Skill in the development and application of graphic arts; from client assembly of comps/proofs to final output for production.
- Ability to produce and manipulate graphics for electronic presentations such as digital photography, 3D and 2D graphics, 3D and 2D animations and streaming digital video.
- Ability to setup and use digital photographic equipment, manipulate and edit digital video and photographic imagery.
- Ability to independently prepare commercial quality graphic materials and electronic files.
- Ability to prepare accurate drawings, maps, renderings and layouts.
- Ability to train and advise other graphic artists and perform project leadership responsibilities.
- Ability to work in a deadline driven work environment.

For official use only

Revised	EEOC Code	Overtime Code
9/07	Technicians	Classified/Excluded