



CLASSIFICATION SERIES:

Layout Design Artist Occupation

BARGAINING UNIT:

ACE

Layout Design Artist

SERIES PURPOSE: The purpose of the Layout Design Artist occupation is to produce finished art designs and layouts for departmental publications, media graphics, and/or instructional tools to enhance departmental communications and training.

CLASS CONCEPT: The class works under general supervision and requires considerable knowledge of layout design and art, graphic arts, or industrial design to include appropriate visual treatments and techniques in order to create, design, and produce finished graphic art such as publications, illustrations, posters, graphs, charts, brochures, newsletters, forms, web graphics, multi-media displays, billboards and/or maps.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Creates, designs, and produces finished graphic art; designs layouts; studies illustrations and photographs to plan presentations of material, product, or service; determines size and arrangement of illustrative material and copy; selects style and size of type; arranges layout based upon available space, layout principles, and creative design concepts; ensures production and formatting of electronic files in accordance with project requirements; reviews final drafts before printing/outputting and disseminates draft proofs to appropriate personnel; examines, corrects, and approves final proofs from print vendors; evaluates finished projects and analyzes success; scans photographs/slides at high resolution; illustrates and manipulates art/photographs electronically; monitors and troubleshoots graphic design and printing software/hardware.

Recommends policies and procedures in regards to graphic design, media, printing methods, papers, and inks for projects; recommends policies and procedures regarding graphic art software, hardware, printing, and/or graphic art supplies; develops visual concepts and coordinates design projects with staff and/or vendors to discuss scope of work, establish deadlines, identify specifications, cost controls, and quality products; creates and/or edits content for graphic designs; coordinates purchase of materials and/or services with vendors for digital output of film, proofs, color imaging, and print services.

Consults with clients and/or supervisor concerning requested graphic designs; researches graphic arts materials needed for art projects; transforms verbal descriptions into graphic illustrations; edits final material.

Maintains inventory of equipment within budget limitations; prepares budget and cost analysis reports; purchases graphic art material; maintains files of artwork for finished reports and maps.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: layout design; art, graphic art, or industrial design to include appropriate visual treatments and techniques; budget preparation*.

Skill in: use and maintenance of materials, tools, and equipment associated with field of graphic art, industrial design, and audio/visual communication.

Ability to: deal with problems involving several variables in familiar context; interpret a variety of instructions in written, oral, or picture form; maintain accurate records; work alone on most tasks; cooperate with co-workers on group projects.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: Bachelor's degree in art, graphic art, or industrial design; or a minimum of two years of experience in a position as a layout design or graphic artist.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: May be exposed to combustible material.