

The Maryland-National Capital Park and Planning Commission

TITLE: Graphics Designer III
SERIES: Artistic Display

GRADE: G **CODE:** 3152
DATE: 6/23/92

Class Definition

Under direction, performs advanced technical and creative work in the design and production of complex and difficult graphics materials for publications, reports and informational materials solving the full range and variety of problems. Uses computer and drafting equipment to design and create graphics and art work. Uses desktop publishing software specifications and techniques or traditional methods to prepare materials for publication or printing. Works with departmental staff, printers and vendors. Edits materials. Performs other duties As assigned.

Examples of Important Duties

1. Creates, designs, develops and produces graphic arts material (drawings, graphics, diagrams, sketches) for published materials or public presentation. Selects medium and techniques consistent with desired effect and reproduction method,
2. Designs art work for covers, manuals, brochures, pamphlets and presentation materials. Designs copy. Designs and makes illustrative material such as charts, graphs, and tables from statistical data.
3. May perform or guide special creative analyses and consider intangible aspects of graphic design programs and publications format.
4. Meets with supervisors, coordinators and staff to discuss designs of graphic arts, publications, exhibits, etc. Advises in the creation and use of graphic arts, and photographic material.
5. Operates scanner, photocopier, graphics camera, lettering machines and PC based graphics software. Recommends and produces special effects. May provide work direction to others.
6. Prepares reports using desktop publishing software and/or traditional paste-up techniques. Operates microcomputer reproduction equipment (photographic, photostat, diazo. copy camera, audio-video equipment, etc.)
7. Develops or guides direction of printing, typesetting and desktop publication specifications. Checks contract printer's work for adherence to specifications. Works with suppliers and printers to

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Examples of Important Duties (Continued)

establish cost and schedule implications for alternative designs. Works with word processing staff to guide graphics results in publication production.

8. Edits reports for grammar and content, working with appropriate staff. May reorganize text and graphics for effectiveness.

Important Worker Characteristics

- A. Knowledge of (1) graphics design; (2) printing methods; (3) principles of typography; (4) photographic processes; (5) production of mechanicals (6) graphics aspects of desktop publishing; (7) Commission activities;* (8) Commission organization;* (9) Commission policies and procedures; (10) office practices.
- B. Skills in operating (1) basic mechanical drafting equipment; (2) personal computer; (3) desktop publishing software;* () equipment associated with work (e.g. repro-camera, process camera, lettering machines, etc.)
- c. Ability to (1) formulate effective design solutions for a variety of graphic assignments; (2) express ideas orally and in writing; (3) establish and maintain effective working relationships with co-workers and vendors.

Minimum Qualifications

1. Bachelor's degree in Fine Arts, Commercial Art, Design, Graphics or related field and two years relevant experience, or
2. Associate Arts degree in Fine Arts, Commercial Art, or Design, Graphics, or related field and five years related experience.
3. An equivalent combination of education and experience.

Working Conditions

Works in office. Moderate pressure to meet deadlines and manage simultaneous projects. Some exposure to VDT screen.