

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 2173

**TITLE:** GRAPHIC ARTIST III

**GRADE:** S-17

**DEFINITION:**

Under supervision, performs highly responsible and diversified art work in the creation, design, execution, and production of graphic arts material and camera-ready art for instructional, production and administrative purposes, or public presentation; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Interprets, designs, and executes a wide variety of finished art work based on own ideas and in response to ideas generated by others or explanations of results to be achieved;  
Selects medium, colors, and artistic methods and techniques consistent with desired effect and reproduction method;  
Consults with and advises instructional, production, and administrative personnel in the creation and use of graphic and certain photographic material;  
Creates and produces board art, scene designs and set decorations for motion picture and television productions, 35mm slide series and filmstrips which are used for instructional purposes and require careful orientation to the age group for which intended;  
Originates illustrative art work for instructional materials, manuals, and booklets;  
Designs original art work for overhead transparencies, displays, and posters;  
Designs awards and certificates and executes calligraphy thereon;  
Plans and lays out cover designs for reports, manuals, and other documents;  
Designs and makes illustrative material such as charts, graphs and tables from statistical data;  
Prepares headlines for bulletins and reports;  
Operates a variety of photographic and related reproduction equipment;  
Produces photography for programming using still and video cameras;  
Operates photostat, diazo and copy camera to process and reproduce graphic materials;  
May operate studio video camera for instructional television production;  
Works with paper suppliers, printer, and silk screeners to assure a quality product and to establish cost, schedule, and alternative design implications;  
Develops typesetting and printing specifications and checks proofs as necessary for adherence to specifications;  
Orders and stores supplies and materials;  
Attends workshops and exhibitions and keeps current on new techniques and equipment in the graphic arts field.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of composition, linear and color perspective, layout, balance, and contrast, and of preparing and presenting a wide variety of visual/instructional materials;

Considerable knowledge and experience with modern methods, techniques equipment, and materials used in developing finished art work;  
Ability to formulate effective design solutions for a wide variety of graphic assignments;  
Ability to fulfill design assignments creatively;  
Ability to comprehend an idea or program and present it in a clear and saleable form.

**EMPLOYMENT STANDARDS:**

Any combination of education, training and experience equivalent to completion of two years of training at an accredited college, university, or art institute with major work in fine or commercial art, graphic arts, or a related field; plus three years of experience in the creation and development of a wide variety of visual materials.

REFORMATTED/REVISED: December 3, 2007