

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 2174

TITLE: GRAPHIC ARTIST II

GRADE: S-15

DEFINITION:

Under supervision, performs responsible and specialized work in the creation and development of graphic arts material for instructional purposes or for public presentation; supervises printing operation; and performs related work as required.

ILLUSTRATIVE DUITES:

Prepares a variety of material for reproduction;
Creates drawings, graphs, diagrams and sketches for reports and displays;
Edits and lays out printed reports;
Plans and lays out covers for reports, manuals and other documents;
Prepares headlines for bulletins and reports;
Originates and draws cartoons;
Designs and makes illustrative material from statistical data;
Advises administrative personnel in the creation and use of graphic material for publication or presentation to various groups;
Trains Graphic Artists I;
Supervises and participates in print shop operation;
Orders paper and supplies;
Recommends purchase of major items of equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of preparing and presenting art work for instructional, publication, and conference use;
Considerable knowledge of modern methods, equipment and materials used in developing finished art work;
Ability to advise administrators, teachers, and other staff personnel on the development and utilization of graphic arts material;
Skill in the use of all types of media pertaining to art.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to graduation from high school or G.E.D. issued by a state department of education; plus three years of experience on commercial art work; or completion of an accredited course in general art work; or three years experience as a Graphic Artist I.

REFORMATTED/REVISED: December 3, 2007