

SENIOR GRAPHIC ARTIST
(Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the supervision and direction of the creative development, layout and design of newsletters, brochures, flyers, display advertising, catalogues, maps, posters, logos and additional promotional materials for the component school districts and BOCES. Work is generated both freehand and electronically by using a desktop publishing system in conjunction with: electronic drawing tablet, scanner, digital camera and a variety of design software. An incumbent is self-motivated and capable of handling numerous design projects simultaneously. Supervision may be exercised over Graphic Artists and other subordinate employees. A Senior Graphic Artist (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Designs and develops final printed promotional materials for the component school districts and BOCES – newsletters, catalogues, flyers, brochures, newspaper advertising, maps, posters, cover design for various directories, logo design and applications;
- Completes design coordination and layout of newsletters on desktop publishing system, including, but not exclusive of: design of masthead, design of layout, type-style selection, photo selection and photo sizing, produce camera-ready copy and/or diskette and handle arrangements for printing;
- Coordinates art/design elements with written copy (provided by Public Information Department) to execute layout and design of all promotional material (e.g. newsletters, brochures, posters, flyers) for component school districts and BOCES;
- Serves as photographer for component school districts and BOCES as required;
- Assists Public Information Specialist in developing a comprehensive public relations program for BOCES.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of computers, desktop publishing and commercial art design; thorough knowledge of drawing and design techniques, procedures and various advertising media; working knowledge of the commercial digital printing process; ability to work under pressure and meet deadlines; possess a good eye for color concept and design; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Two (2) years of full time non-competitive class service with BOCES as a Graphic Artist and meet the following open competitive qualifications.

OPEN-COMPETITIVE: Either:

A) Graduation from a regionally accredited or New York State registered two year college or university with an Associates degree in art, fine art, graphic art, design, studio art, commercial art or closely related field which included both manual and computer assisted design techniques, and two (2) years of experience in a position involving graphic illustration, graphic design or commercial art which included both manual and computer assisted design techniques.

OR

B) Three (3) years of experience in a position involving graphic illustration, graphic design or commercial art which included both manual and computer assisted design techniques.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/24/09