

## **GRAPHIC TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves supervising the operation of the Print Shop and Mail Room and directing or participating in the development and creation of graphic designs and presentations for departmental and contractual use. An employee in this class is required to exercise extensive creativity in the preparation of graphic materials and presentations. The employee is responsible for independently administering the Graphics unit, coordinating the planning, priority and completion of graphic design projects with other staff members. The Graphic Technician supervises a Graphic Assistant and Print Shop and Mail Room personnel. The work is performed under general supervision with wide leeway allowed for the use of independent judgement. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises and participates in the layout and preparation of graphic materials for brochures, pamphlets, logos, newsletters, letterheads, posters, flyers, etc.;

Independently designs and creates graphic art work, determining materials to be used and reproduction methods;

Supervises or directs Graphics, Print Shop and Mail Room employees in the performance and completion of assignments;

Establishes schedules and priorities for all printing and graphic assignments;

Reviews printing and graphic assignments on an on-going basis to insure that professional quality is maintained;

May direct the assignment of Graphics projects to specific Printing staff, in accordance with project requirements;

Administers Graphics unit, maintains files and production records, and insures timely issuance of chargebacks or billing;

Confers with personnel in Towns and Villages as well as County to determine specific graphic needs, and the estimation of time and cost involved for the completion of work;

Uses a variety of art illustrative techniques including desktop publishing, or other graphic software, pen and ink, pencil, colored papers, photographic enlarging and tracing tables and photographic equipment;

Maintains inventory of graphic supplies and equipment to meet current needs;

Assists in the administration or implementation of programs, projects or surveys as necessary.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of graphic software, its availability and applications;

Thorough knowledge of the techniques, terminology and uses of equipment used in the preparation and reproduction of graphics and art work;

Thorough knowledge of design, communication and illustration techniques;  
Familiarity with printing equipment, techniques and terminology;  
Ability to independently prepare complex graphic designs and presentations to meet department and contractual needs;  
Ability to plan, design and prepare attractive graphic and illustrative materials;  
Ability to establish and maintain effective working relationships with others;  
Ability to estimate costs for graphic design projects, and drafting;  
Ability to prioritize, assign, direct and supervise the work of graphic, printing and distribution staff;  
Ability to cope with regular changes in work priority and frequent fluctuations in volume;  
Ability to interpret and follow complex oral and written directions;  
Ability to perform substantial close, detail work requiring intense visual effort and strain;  
Ability to assist consumers in the definition of their graphics needs;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in commercial art production, art design or related field and one year of experience involving the development and presentation of graphic materials, displays and presentations, using graphic software; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in commercial art production, art design, or related field and three years of experience involving the development and preparation of graphic materials, displays and presentations, one of which shall have involved the use of graphics software;  
OR
- C) Five years of experience as noted above; OR
- D) An equivalent combination of training and experience as indicated in A) and B) above.