

**CITY OF SALEM
GRAPHICS TECHNICIAN II**

**00196
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50196**

NATURE OF WORK

This is moderately complex graphics work.

Work involves the preparation of a variety of artwork and graphic displays, the preparation of camera-ready art, and the development and illustration of planning proposals. An incumbent of this classification works under general supervision. This is not a full supervisory classification, however an incumbent in this classification may be expected to orient a new employee to work procedures.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Researches project design ideas and consults with client in preparation for a variety of graphic displays and artwork.

Prepares architectural perspectives and renderings. Estimates timelines to produce illustrations.

Preparation of camera-ready art for the production of newsletters, brochures, and reports as well as drawings of planning proposals and design study projects, including calligraphy and computer graphics design lettering.

Cleans brushes, pen tips, markers. Stores illustrations for reuse. Orders necessary art supplies to produce requested work.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in project planning, design and graphic techniques; completion of a two year technical course with an Associate of Arts degree and a major in graphic art or architecture, or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Knowledge of alternate printing processes.

Knowledge of the methods of conducting research and field surveys requiring collection, evaluation, and tabulation of data.

Knowledge of drafting and graphic techniques, including computer graphics and desktop publishing.

Skill with drafting instruments.

Ability to coordinate multiple projects for completion by deadline.

Ability to present results of research efforts in graphic and visual forms.

Ability to follow oral and written instructions.

Ability to effectively communicate with various clients to ensure that graphics productions are cost effective and meet customer requirements.

Considerable ability to work effectively with others and communicate ideas both orally and in writing.

Ability to work independently and meet deadlines.

Work is performed in an office setting utilizing large drafting tables and surfaces, and personal computers. Sufficient visual and manual dexterity and color perception to design layouts and produce illustrations.

Personnel Director