

Civil Division: Oneida County Government; Oneida-Herkimer BOCES  
Jurisdictional Class: Competitive  
Non-Competitive (Oneida County Government only)  
EEO Category: Technicians  
Revised: 12/10/13

### **ASSOCIATE GRAPHIC ARTIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for preparing difficult design work in the preparation of graphic materials. The incumbent uses a variety of design and computer techniques to prepare printed and/or electronic publications, computer graphics, display material and other desktop publishing materials. The work also involves use and care of reproduction and graphic computer equipment. General direction is received from an administrative employee of higher rank with significant leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of other lower rank graphic artists engaged in the preparation of a variety of research, clerical and graphics related activities. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Designs and creates graphics for newsletters, brochures, signs, posters, presentations, videos and the web;  
Plans, organizes and coordinates the preparation of a variety of graphics projects such as reports, sketches, brochures, maps and illustrated sections of printed material and publications;  
Confers with department personnel and printers on publication methods to be used for specific projects;  
Supervises the developing of illustrative exhibits and display materials for specialized planning studies, such as display boards, flip charts, graphics and transparencies for overhead projectors;  
Manages the maintenance of graphics files, resource material and a variety of other information;  
Supervises and utilizes computers in creating graphic design and material;  
Assists others in planning booklets, pamphlets, newsletters, leaflets, lecture and other materials;  
Prepares a variety of records and reports related to the work;  
May perform website training;  
May design and draft logos or other graphic representations;  
May take photographs, video and audio to be used in a variety of publications/presentations or for the Web.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of graphic techniques; thorough knowledge of the tools, terminology and equipment used in the preparation of graphics; good knowledge of basic concepts and terms used in printing and reproduction related to the areas of photography and publication layout and design; working knowledge of methods and procedures of producing, publishing and distributing printed and electronic informational materials; ability to plan, design and prepare attractive graphics and illustrative materials; ability to translate ideas into finished art products; ability to edit and

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** (continued)

proofread written material; ability to use computer-assisted design techniques in preparation of presentations; ability to follow oral and written directions; ability to plan and supervise the work of others; good motor, and hand and eye coordination; artistic and creative ability; ability to get along well with others.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in art, fine art, graphic art, design, studio art, commercial art or a closely related field **AND** two (2) years of experience in a position involving graphic illustration, graphic design or commercial art which included computer-assisted design techniques; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in a position involving graphic illustrations, graphic design or commercial art which included computer-assisted design techniques.

Adopted: 05/03/93  
Revised: 04/05/95; 12/10/13