

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Graphic Artist		
<b>Job Code:</b>	TC5440	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	509	<b>Date Created:</b>	07/14/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### **GENERAL SUMMARY**

Leads and performs complex graphic design and multimedia solutions to increase the effectiveness and enhance the quality of Web and other non-print communications products. Designs, writes, and illustrates materials, publications, displays and educational aids for various City Departments.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Designs or makes changes to brochures, booklets, forms, letterheads, envelopes certificates, displays, posters, post cards for meetings and specialty items for all departments.
2. Coordinates with customers from all departments for outside printing and specialty items. Oversees all specifications from start tot delivery of the finished product.
3. Prepares documents for in-house printing to be sent for official printing; performs business card design and set up for all employees.
4. Mounts large maps and displays.
5. Prepares, prints and mounts special recognition and election certificate plaques.
6. Sets up print specifications and arranges printing for design projects.
7. Manages purchase orders and Graphics invoicing for all projects.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of:
  - Methods and techniques used to arrange a variety of written and illustrative material in an organized format.
  - Methods and techniques used to create charts, graphs, flyers, brochures, newsletters and pamphlets for publication.

- Print industry and latest design software.
- Equipment and materials used in the design and preparation of illustrative artwork.
- Principles and practices of desktop publishing.
- Adobe Creative Suite and Microsoft office.
- Turnkey operation.
- Procedures of printing and graphic reproduction.
- Various graphic formats, layouts and styles.
- Modern office procedures, methods and equipment including computers.
- English usage, spelling, grammar and punctuation.
- Purchase order process and City vendors.
- Skill in:
  - Making observations.
  - Operating assigned equipment.
  - Customer service.
  - Design, Photoshop, Illustrator, Excel, Word and PowerPoint.
  - Time management and meeting deadlines.
  - Display installation.
- Ability to:
  - Supervise, organize, coordinate and review the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Oversee operations and activities in the Graphics Section.
  - Prepare and arrange a variety of written and illustrative material in an organized format.
  - Create a variety of printed and graphic material for distribution to City departments.
  - Type at a speed necessary for successful job performance.
  - Operate a computer to create various graphic materials.
  - Respond to requests and inquiries from the general public.
  - Communicate clearly and concisely, both orally and in writing.
  - Establish and maintain effective working relationships .

## **QUALIFICATIONS**

### **Minimum:**

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Associate's degree from an accredited college or university with major course work in graphic or commercial art or a related field and four years of increasingly responsible graphic arts or desktop publishing experience, including one year of supervisory experience in a graphics or commercial art operations.

### **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.