

ADMINISTRATIVE GRAPHIC ARTIST

Duties and Responsibilities

Under executive direction, with broadest scope for the exercise of independent initiative, technical skill and judgment, directs and administers a great variety of complex assignments in the field of graphic arts. Directs supervisory personnel, performs related work.

Examples of Typical Tasks

Directs graphic art staff and is responsible for ensuring the satisfactory and timely completion of all graphic-related projects including printed material.

Directs art work performed under contract and manages the execution of such contractual work to assure conformance to specifications and highest standards of performance and quality.

Directs the design and production of complex publications and evaluates the capacity and technical proficiency of printing plants, engravers, silk screeners, and binderies. Coordinates the work of contractors to assure high quality and conformance with City contracts.

Serves as consultant to other top level supervisory and executive personnel for graphic presentations of considerable complexity.

ADMINISTRATIVE GRAPHIC ARTIST (continued)

Qualification Requirements

1. High school graduation or equivalent and two years of training in an approved technical school in oils, water colors, painting, design, black and white, layout and other art media and seven years full-time paid experience as a commercial artist, four years of which must have been in supervision and planning of art work done by a staff; or
2. Education and/or experience which is equivalent to "1". However, all candidates must have the four years of supervisory experience as described above.

Direct Lines of Promotion

From: Associate Graphic Artist (91416)

To: None