

GRAPHIC ARTIST

Definition:

Under direction, develops creative projects from beginning to end for print material, computer graphics, illustrative work imagery and other departmental graphic needs as required.

Essential Functions:

- Creates charts, diagrams, sketches, maps, signs, posters, showcards, logos, displays and exhibits.
- Provides illustrations for speakers: lays out and letters permanent signs.
- Prepares camera-ready layouts for catalogs and newsletters.
- Creates all needed art work for major promotional campaigns: takes pictures for photo displays and slide programs; operates audiovisual equipment, photographic equipment, laminating machine, automatic letterer and computerized equipment.
- Performs minor repairs and adjustments on audiovisual equipment.
- Consults with appropriate personnel to develop ideas.
- Uses professional computer graphic design software to create and design layouts for print material such as brochures, posters, covers, flyers, maps and other printing design needs.
- Develops graphics and all needed artwork for promotional campaigns, advertisements, departmental meetings, reports, web based imagery and any related needs.
- Consults with appropriate personnel to develop ideas for original artwork.
- Creates layouts with clear visual organization in order to convey information effectively.
- Manages, maintains, and controls use of department graphic archives and photographs.
- Prepares documents for outsourcing projects with the ability to coordinate with professional print shops to effectively prepare files ready for production, both PC and Mac OS based.
- Performs other related duties as required.

Assignments to KGOV includes the additional essential functions:

- Creates television graphics to broadcast standards.
- Creates two dimensional and three dimensional animated graphics.
- Assists in creating original broadcast quality programming.
- Operates various county vehicles, including pick-ups and vans.

Employment Standards:

High School Diploma, G.E.D. or equivalent and two years of experience in publicity art work. A Bachelor's degree in Graphic Design or related field is desirable.

Some positions may require a valid California's Driver's license.

Knowledge of: commercial techniques in art work and graphic development.

Proficient in: use of standard graphic software such as Adobe Photoshop, Illustrator, In Design, Corel Draw, Microsoft Publisher and Office Suite.

Ability to: create original and effective art forms using a variety of art mediums; understand procedures of graphic printing, creative design, production, image and file resolution, web graphics, color management, standard printer functionality and vocabulary for industry standards.

A background check may be conducted for this classification.

All Kern County employees are designated “Disaster Service Workers” through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.