

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Graphic Artist		
<b>Job Code:</b>	TC5180	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	511	<b>Date Reviewed:</b>	06/25/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	10/09/21

### GENERAL SUMMARY

Performs graphic design and multimedia solutions to increase the effectiveness and enhance the quality of Web and other non-print communications products.

### 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. Prepares and arranges a variety of written and illustrative material in an organized format for use in publications, displays and educational aids.
2. Creates a variety of charts, graphs, flyers, brochures, newsletters, books, drawings, pamphlets and forms for distribution to City departments.
3. Types and formats a variety of text for use in publications. Ensures proper grammar, spelling and English usage.
4. Takes and scans various photographs, portraits and other illustrative material. Mounts photographs, posters, maps and illustrations for display.
5. Operates a computer to create various graphic materials including logos, charts and graphs. Imports graphics into other publications.
6. Receives and reviews incoming reprographics jobs. Determines needed equipment and materials to complete jobs and prepares cost estimates.
7. Ensures proper operation of computer software. Condenses all jobs into archive format to create disk space.
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.
  - Equipment and materials used in the design and preparation of illustrative artwork.
  - Principles and practices of desktop publishing.
  - 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.
- **Skill in:**
  - Prioritization.
  - Organize and schedule.
  - Operate assigned equipment.
  - Customer service.
  - Graphic design.
  - Color appeal.
  - Computer graphics.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing
  - 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.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree and two years of increasingly responsible graphic arts or desktop publishing experience.

## **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, 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.