CLASS SPECIFICATION
Graphic Designer I

FLSA Status: Covered
Union Representation: City of Portland Professional Employees Association (COPPEA)

GENERAL PURPOSE

Under general supervision, performs routine graphics illustration duties, including preparing technical drafts, sketches, renderings or drawings by both freehand and computer processes to visually present ideas, concepts, data and maps; and other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Graphic Designers I perform routine graphic design assignments. Incumbents are responsible for accurately displaying a wide range of information and coordinating the duplication and reproduction of graphic materials into finished products or documents. Incumbents may occasionally perform basic data collection tasks.

Graphic Designer I is differentiated from Graphic Designer II in that incumbents in the latter class exercise a higher degree of independent judgment on diverse and specialized assignments with a greater degree of accountability and decision making authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Produces graphic images, including drawings, elevations, isometrics, charts, graphs and digital photographs for use in paper publishing, Power Point presentations or web-based applications; designs and prepares freehand graphic sketches, perspectives and cartoons to communicate ideas and concepts pictorially.

2. Coordinates the production and reproduction of graphic materials on assigned projects; orders blueprinting and photographic reproduction; oversees and coordinates printing; prepares layouts of final graphics and copy for reproduction; sets up digital graphic files for prepress.

3. Designs and prepares accurate graphs and charts depicting a variety of standard information, including demographic and social profiles, land use, transportation, housing and economic indices for reports, presentations and meetings.

4. Designs and prepares basic maps and drawings in a variety of mediums, including paper, computer display, digital photographs and web; produces base and policy maps for paper or computer display; prepares accurate base maps at a variety of scales.

5. Prepares displays for presentations and meetings; constructs displays or models of projects for providing additional visual information.

6. Prepares working and presentation documents with neat, legible, attractive freehand lettering.

7. Photographs areas under study to document reports, planning cases, or graphic presentations.

OTHER DUTIES

1. Provides information to help other staff members and the general public in interpreting and understanding graphic presentations.

2. Continually updates knowledge of graphics and mapping software, computer technology and graphic reproduction technology.

3. Makes corrections and updates to maps, charts and drawings.

4. Conducts basic data collection and analyses.

5. Instructs interns in utilizing available digital data and mapping resources.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Practices, methods and techniques of graphic design and layout.

2. Methods, materials and techniques used in making maps, charts, graphs, models, drawings and other visual representations.

3. Scales, symbols, colors and materials typically used in reports, displays and presentations.

4. Methods, practices and terminology of the printing and print production industry.

5. Information technology and computer capabilities applicable to assigned responsibilities, including graphics, drawing, presentation and other software used in the design and preparation of graphic and printed materials.

6. Uses and operations of photographic, audiovisual and image editing equipment and software.

Ability to:

1. Operate a computer and advanced graphics, design, presentation and desktop publishing software to create visually appealing and effective graphic designs and layouts for print and visual materials.

2. Conceptualize projects and develop graphic, pictorial, model, or other visual aids; apply and utilize color in graphic presentations; determine and utilize layout techniques common to reproduction and printing.

3. Apply graphic design, writing style and techniques appropriate for differing audiences and purposes.

4. Interpret information and create artistic and/or graphic designs in accordance with sound design, layout and composition principles and applicable policies and guidelines.

5. Coordinate and schedule printing projects; analyze and select the most cost-effective methods of reproduction.

6. Conduct basic data collection, research and analysis.

7. Establish and maintain effective working relationships with other bureau and City employees, the public and others encountered in the course of work.

Skill in:

1. Basic technical drafting, including the utilization of various media.

2. Use and operation of computer software and tools utilized in graphics design.

3. Architectural or engineering style freehand lettering.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate of Arts degree in graphic design or a closely related field; and one year of experience in developing graphic materials utilizing computer graphics or mapping software; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted:	04-19-77	
Revised:	04-03-95	Spec reviewed for use of supervisory language.
Revised:	07-01-01	Spec revised as part of the COPPEA Classification and Compensation study. Graphic Designer I (6121) class created from the following COPPEA classes: 3270 Graphics Illustrator I
Revised:	08-01-06	Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
Revised:	08-07-06	Revised FLSA status from “Non-exempt” to “Covered.”

June 2009 - Change Job Class number from 6121 to 30000371, due to system change.