

GRAPHIC DESIGNER

DEFINITION: Under general supervision, performs work of moderate difficulty; prepares a variety of skilled graphic designs and layout work for various projects, exhibits, advertisements, slides, brochures, books, newsletters, and flyers using production techniques which include computer graphic systems and software; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Designs, illustrates, and prepares printing layouts for various printed and visual productions; performs preparatory work such as layout and paste-up to camera ready art work for production; designs and constructs visual displays and exhibits; determines materials and equipment best suited for job; coordinates graphic design and layout work; develops new and modifies existing ideas; prepares print specifications for print shop.

Maintains contact with vendors to ensure adherence to time schedules, specifications; proofs typesetting and printing; maintains accurate records of work, maintains inventory, orders graphic art supplies and equipment inventory according to procedures; keeps file of completed work, maintains accurate logs of work in progress, time devoted, materials used; collaborates with supervisor on bid specifications.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of computer generated graphic programs/software, mediums, materials, and processes.

Knowledge of graphic and layout.

Knowledge of printing procedures and requirements.

Knowledge of photography and photo processing techniques.

Skill in rendering, illustrating, sketching, interpreting messages into visual and metaphorical form.

Skill in verbal and written communication.

Skill in utilization of specified computerized graphic design programs.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and two (2) years of experience in graphic design/layout, illustration, or commercial art; or an equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

- College coursework in graphic design or related field.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.