



## **Graphics Designer, Senior**

**Category:** Classified/Excluded  
**Pay Grade:** C22  
**Job Code:** 07539

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is advanced skilled creative and technical work involved in designing, illustrating, animating, laying out, producing and reproducing a variety of graphic materials and displays with cross media and platform design applications. An employee in this class is responsible for the preparation of graphic displays to support a written or verbal presentation. The incumbent performs advanced graphic design technical work involving creation of 3D animation files and cross-section perspectives. Work requires the utilization of commercial art techniques and the ability to design and develop graphic material to illustrate programs, issues and ideas for publication, exhibition and technical use. At this level the employee exercises team leadership and coordination responsibility with internal staff and external clients and vendors. Incumbent performs advanced technical and highly specialized assignments including the most complex projects. The incumbent reports to a manager, supervisor or designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Meets with department representatives or Communications staff to determine job requirements, budget, concept and design of job; recommends most visually and cost-effective graphic presentation;
- Determines style, technique and medium best suited to produce the desired effect within budget constraints;
- Designs, produces and manipulates graphics for electronic presentations such as digital photography, 3D and 2D graphics, 3D and 2D animations and streaming digital video;
- Designs and prepares illustrative material for brochures, pamphlets, posters, flyers, reports, and a wide variety of printed collateral materials;
- Designs and prepares interactive electronic files, such as web pages and online newsletters;
- Designs, lays out and produces artwork on posters, display panels, signage, diagrams and maps;
- Prepares specifications and evaluates proposals for outside graphic reproduction services;
- Oversees print processes including estimating, pre-press direction, film/digital proof approval, press checks and archiving;
- Designs and develops sets for television broadcast studios, both virtual and hard setups;
- Maintains and reports project workflows in a project management environment;
- Maintains electronic and hard copy archives of all graphic art files;
- Checks condition of computer, peripheral and printing equipment and reports defects to superior for repairs;
- Works in the Emergency Operations Center if activated;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree; and six (6) years of experience; or an equivalent combination of education, training and/or experience.

**Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of department practices and policies;
- Skill in the use small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry;
- Skill in using computers for word processing and accounting purposes;
- Skill in using highly technical computer applications, such as GIS or CAD;
- Ability to organize and communicate effectively.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

**WORKING CONDITIONS**

Work is typically performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.