



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 872.5

Job Title: **SENIOR GRAPHIC DESIGNER**

Pay Grade: 21.

### **GENERAL SUMMARY:**

Using computers as well as conventional methods, designs and produces a wide variety of graphic art and promotional materials. Plans, researches and develops concepts for visual communications such as publications, print, displays and electronic media. Leads and directs subordinates in preparing and producing visual communications.

### **RESPONSIBILITIES:**

- Schedules, coordinates and prioritizes the work of subordinates involved in the production of communications projects; provides aesthetic and technical direction.
- Plans, researches, develops and executes concepts for a variety of projects requiring graphic arts, such as pamphlets, posters, brochures and displays; may use conventional methods and photography.
- Attends project-planning meetings with clients, team members, contractors, supervisors and other professionals involved. During the design process, consults and discusses with the applicable members about materials, layout, specifications and product.
- Assembles and prepares charts, graphs, signs and maps to designated scale; produces still and animated computer graphic formats for video presentations; designs and installs exhibits and displays; may photograph subjects for promotional purposes.
- May act as project leader or designer for complex multimedia presentations such as the internet site development, interactive compact disks and videos.
- May photograph layouts and develop negatives and prints to produce layout photographs.
- Selects and requisitions materials and supplies.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

An Associate's degree in Graphic Arts or a closely related field, or certification/licensing in a technical specialty program of at least two years is required.

#### **EXPERIENCE:**

Four years of progressive experience in graphic design, using a computer and conventional methods, are required.

Two years of professional graphic design experience may be substituted for the education requirement on a year-for-year basis.

#### **COMPLEXITY:**

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

## **SPECIFICATIONS: (continued)**

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make fairly complex coordinated and sequenced motor movements in response to quickly changing external stimuli.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Desktop Publisher  
Graphic Designer  
Senior Graphic Designer

*Effective Date: July 2000*