



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 872.4

Job Title: **GRAPHIC DESIGNER**

Pay Grade: 17

### **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.

### **RESPONSIBILITIES:**

- Plans, researches and develops 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, contractors, team members, 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 provide aesthetic and technical direction to others assisting in the projects.
- May act as project leader or designer for multimedia presentations such as the internet, interactive compact disks and videos.
- May photograph layouts and develop negatives and prints to produce layout photographs.
- May select and requisition 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:**

Two years of 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 consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **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*