

GRAPHICS COORDINATOR

Purpose: To provide graphic art and reproductive services for all City departments and outside groups affiliated with the City of Duluth.

FUNCTIONAL AREAS: Under general administrative direction;

1. Conceptualize, design, and produce a broad range of graphic art projects for all city departments, commissions, task forces, coalitions and committees, and other city affiliated groups.
 - * A. Collaborate with individuals and groups to determine project needs, scope, purpose, costs, and audience in order to develop relevant design solutions.
 - * B. Design graphics by selecting layout, color, and lettering.
 - * C. Prepare specifications for bidding on graphics projects.
 - * D. Prepare drawings, charts, and other graphic illustrations of project proposals.
 - * E. Direct the execution of artwork for brochures, pamphlets, books, and other items.
 - * F. Plan and direct the execution of special community projects such as displays, directories, and public information sign systems.
 - G. Collaborate with individuals and groups in order to recommend, select, and implement reproduction processes.
2. Plan, monitor, and evaluate daily operational aspects of assigned project activities.
 - * A. Provide for the day to day operations of assigned project activities by setting work priorities and insuring that necessary personnel and materials are available to carry out assigned projects.
 - * B. Participate in the selection, training, and evaluation of personnel.

JOB REQUIREMENTS

1. Education/Experience Requirements:

- ◆ A. Six (6) years of verifiable education and/or experience in a graphics position.

2. Knowledge Requirements:

- ◆ A. Knowledge of materials and equipment used in graphic design.
- B. Basic knowledge of the various methods of presenting maps, graphs, and statistical presentations.
- C. Knowledge of photographic processes.

3. Skill Requirements:

- ◆ A. Skill in printing, graphics, sketching, lettering, and typography.

4. Ability Requirements:

- ◆ A. Ability to graphically portray statistical and other data.
- ◆ B. Ability to draw sketches, maps, profiles, and charts with accuracy and neatness.
- ◆ C. Ability to establish and maintain effective working relationships with co-workers, supervisors, and the general public.
- D. Ability to coordinate the day to day activities of the graphic art and reproduction services.
- E. Ability to attend work on a regular basis.
- F. Ability to transport loads weighing up to 30 pounds, such as audio visual equipment and paper supplies.

* Essential functions of the job

- ◆ Job requirements necessary on the first day of employment.

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