

Class Code: 346
City of Anaheim
Class Specification

Classification:
LIBRARY GRAPHIC ARTIST

DEFINITION: Under minimal supervision to supply graphic arts for use in libraries for purpose of attracting reader interest and otherwise enhancing the services of the libraries.

TYPICAL DUTIES:

Plans and designs flyers, announcements, bibliographies, and other materials for use in library programs throughout the library system.

Prepares layouts and camera ready art.

Plans and designs two and three dimensional signs and displays.

Prepares and sets up art work and displays.

Arranges for printing.

Maintains inventory of supplies and orders supplies.

Performs related duties as required.

MINIMUM REQUIREMENTS:

Experience: Experience in graphic art including the preparation of materials for production.

Knowledge of: Library services and programs, and the graphic arts.

Skill in: Designing, drawing, and art working, communicating verbally and in writing, following instructions, and producing art works.

Supervision Received: Works under administrative direction of Administrative Services Manager.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

3/86 - NASH
3/89 - Rev. - LH
Doc: CS1311