



County of San Diego Department of Parks and Recreation

Graphic Artist – Temporary

JOB BULLETIN

Title: Graphic Artist – Temporary

Salary: \$25.08 - \$30.80 / hour (depends on relative experience and/or education)

Location: Remote + County Operations Center, 5500 Overland Ave. Ste. 410, San Diego, CA 92123

Bulletin: The County of San Diego Department of Parks and Recreation is seeking a part-time/intermittent worker to assist with marketing and graphics projects. Requested time is 20 hours per week and the schedule is both remote and flexible. The primary focus of this role will be to create social media and web graphics, with some projects dedicated to creating collateral for special events. This is an ongoing and paid position with a maximum of 180 days/year.

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Qualifications:

Essential Functions

- Plans, designs, and arranges art layout in response to departmental requests and needs, such as forms, reports, publications, brochures, maps, displays, posters, signs, and special exhibits for presentation to County officials, representatives of outside agencies, and members of the public.
- Uses computer programs, freehand methods, or other techniques to prepare sketches, graphs, illustrations, and layouts for forms, publications, brochures and displays, in accordance with established specifications.
- Produces artwork illustrating a wide variety of departmental publications, special displays, sketches and exhibits; submits completed artwork to customers for approval.
- Reviews final artwork and document proofs for accuracy and completeness of texts and layouts.
- Takes and prepares photographs for reproduction, printing, and display.
- Sets up areas for production and maintains the cleanliness and orderliness of production work areas, darkrooms, supply and storage areas or cabinets, and equipment.
- May coordinate and schedule work with other employees in order to meet timelines.
- May attend presentations, meetings, seminars, or other events, and participates in the set-up and tear-down of exhibits, signs, posters, displays, visual aids, or other presentation materials.
- May assist higher level professional staff assigned to produce visual displays such as graphics, videos, or maps.

Knowledge

- Various art media and tools
- Graphic reproduction methods and media for producing displays
- Layout design of brochures, manuals, newsletters, and other media
- Methods and techniques of graphic design and reproduction
- Typography and lettering methods used to produce varying forms of graphic artwork
- Methods and techniques used to produce maps for publications, directional signs, and visual aids
- Methods, techniques, equipment, and computerized applications pertaining to multi-media
- Methods, techniques, and equipment used to perform illustration work, both freehand and by computer
- Methods and techniques used to print, copy, organize, index, and bind documents and materials
- County customer service objectives and strategies
- Telephone, office, and on-line etiquette
- Current technology and trends in the profession

Skills and Abilities

- Produce board and technical work in a timely manner in response to requests from County staff
- Design visual aids for use in departmental presentations, displays, publications, and other materials viewed by the public
- Incorporate graphic design concepts and design layout for publications, visual aids, brochures, forms, manuals, and other media
- Proofread and edit documents and artwork for accuracy, completeness, and conformance to customer's request and specifications
- Create conceptualized hard copy drawings, mock-ups, and prototypes using computer programs and equipment, printers, T-squares, and utility knives
- Safely operate and use computers, graphics software, and other modern office or graphic production tools and equipment
- Schedule, organize, and prioritize projects and assignments in order to meet timelines
- Maintain the cleanliness and orderliness of work areas and supply/storage areas
- Communicate effectively orally and in writing
- Establish effective working relationships with management, employees, representatives of outside agencies, and the public representing diverse cultures and backgrounds
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations
- Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner

Desirable Traits

Communicates Effectively, Knowledge Worker, Customer Focused, Values and Respects Others, Drives to Excel, Teamwork and Collaboration, Continuous Learning, Demonstrates Ethical Behavior, Supportive of Change

Education and/or Experience

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education/experience:

One (1) year of full time experience as a graphic artist, graphic designer, or illustrator for an agency or organization

To Apply:

- Submit your resume and optional work samples to jessica.geiszler@sdcounty.ca.gov
- For questions about the hiring process and other County jobs, contact DPR.HR@sdcounty.ca.gov

This is a temporary, non-benefited position. Incumbents may receive health insurance benefits depending upon eligibility criteria in accordance with ACA requirements. Selected candidates will be required to successfully complete a background investigation/fingerprinting and a medical/drug screen prior to employment.