

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**GRAPHIC DESIGNER - 1490**

**DEFINITION:**

Under general supervision, to create, design, and prepare varied and difficult graphic arts projects; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Prepares, designs, and illustrates varied graphic arts projects related to City-wide activities, using both traditional and computerized techniques, such as brochures, booklets, publications, displays, letterheads, maps, layouts for billboards, graphs, signs, digital art, online and social media content, and charts;
- Creates diverse artwork in a variety of media;
- Coordinates specifications;
- Performs diverse art work in a variety of media, including water color, wash, crayon, chalk, airbrush, pen and ink, and pencil;
- Retouches photographs for reproduction;
- Prepares specifications and printing and reproduction requirements for central duplicating and outside vendors;
- Prepares material for use in newspapers, television programs, or special event exhibits;
- Confers with and assists City staff regarding project request.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Associate's Degree or higher in Commercial or Graphic Arts, or a closely related field; **OR** two years of full-time diversified graphic or commercial arts experience which must include type specification and graphic production using both traditional and computerized techniques for offset printing and visual aids; **OR** one year of full-time experience as stated above, **AND** completion of a trade or vocational school certificate program in Commercial or Graphic Arts.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**