

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Graphics Specialist II

**Class Code:** 4112

**Pay Grade:** 112

**GENERAL CLASS DESCRIPTION:**

Under general supervision, produces complex technical illustrations and other graphics art work from original designs or rough drafts for publication, teaching, and group presentation. May operate a small graphics unit, or provide functional supervision over graphics technicians as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Confers with clients to suggest ideas and determine type of media or service, due dates, and costs.
2. Prepares camera-ready drawings and copy from furnished rough drafts, plotted graphics and/or verbal instructions.
3. Produces educational graphics such as overhead transparencies, camera-ready slide art, flat art for live video-taping and large two-dimensional teaching aids such as flip charts and flannel boards, from verbal or rough visual information using plotting, perspective and projection, selecting appropriate typeface and inks, pasting up, running ozalid copies, adding color and textural pattern, in order to produce educational graphics.
4. Designs and produces three-dimensional displays from verbal requests or rough design from clients, combining photos, illustrations, and verbal information using various graphics and construction techniques in order to produce displays for group viewing or presentation.
5. Prepares final art production work including final keylines, ink drawings, necessary overlays, dropouts for halftones, proportioning of photos and other graphics.
6. Prepares complex graphs, charts, forms.
7. Operates typesetting machines, diazo and thermal copies, laminators, and dry mounting presses as required by specific job.
8. Executes comprehensives/design dummies.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

**Class Title: Graphics Specialist II**

**Class Code: 4112**

**Pay Grade: 112**

9. Selects type and determines specifications of forms and covers.
10. Coordinates and monitors completion of graphics work done for the unit by other departments and outside services.
11. Performs basic photographic and copy work to record on film written records, medical and/or dental afflictions, or other related material as necessary.
12. Trains students and other personnel in the unit as necessary.
13. Inventories/orders equipment and supplies as necessary.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to follow oral and written instructions and interpret institutional and other policies accurately.
2. Ability to communicate effectively, both orally and in writing, with university personnel and the public.
3. Knowledge of the principles, methods and techniques used in graphic design.
4. Ability to operate a variety of technical equipment used in video production and editing.
5. Skill in utilizing computer software and online systems.
6. Ability to learn how to operate new equipment as technology changes.
7. Ability to organize work flow and to supervise the work of others.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Three years experience in related graphics, drafting or art work using technical and creative skills, or
2. Any combination of equivalent experience and art or drafting training exclusive of high school courses that totals two years.