

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Artist Illustrator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Institute for Learning	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	043 OTBS
REVISED:	March 28, 2003		

BASIC FUNCTION:

Plan, design, and prepare visual aids and instructional and informational materials for school, classroom, and administrative use; assign work to and oversee the work of art unit staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assign work to staff and establish work priorities. **E**

Perform and oversee the design, layout, and completion of camera-ready art work using a variety of art media including computer-assisted graphics, illustrations, cartoons, maps, posters, graphs, and charts for use in publications, display materials, newspapers, letters, and for other departmental and administrative uses. **E**

Prepare cost estimates. **E**

Act as art unit liaison regarding development and production of materials. **E**

Resolve problems. **E**

Maintain logs of service and keep records of time and cost expenditures per project. **E**

Monitor and requisition art supplies. **E**

Review completed artwork for accuracy and quality. **E**

Keep abreast of current art production methods and technological advances for improving services. **E**

Ensure proper maintenance of art studio equipment and materials. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school, supplemented by coursework in commercial art and four years of progressively responsible, diversified commercial art experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Halftones, screens, typography, and other processes.
Computer software and hardware used in graphic production.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Demonstrate artistic ability and mechanical aptitude.
Use a wide variety of art media, materials, and equipment.
Assess a large volume of orders and determine priorities.
Prepare camera-ready art.
Estimate time and cost of job.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Direct the work of others.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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