

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: GRAPHIC DESIGN & ILLUSTRATION Level A, Pay Grade 5

<b>LEVEL DEFINITION</b>	This level covers positions responsible for providing graphic design, art, and publication layout services.
<b>TYPICAL RESPONSIBILITIES</b>	May include: providing graphic design, art and layout services; advising clients regarding graphic design and media; selecting design format, materials and processes; preparing scientific illustrations requiring finishing art techniques; interpreting materials and preparing data for graph presentations; reviewing layouts, sketches and final plans for production; and evaluating artistic media to determine design, materials and process requirements.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions regarding graphic design format, methodology and techniques to be used.
<b>SUPERVISION RECEIVED</b>	Works under general direction. Work is reviewed in terms of quality and conformance with standards.
<b>SUPERVISION EXERCISED</b>	May direct the work of technical support staff.
<b>MINIMUM QUALIFICATIONS</b>	Three year Graphic Design program. Minimum of two years of related experience, or the equivalent combination of education and experience.