



CLASSIFICATION SPECIFICATION

CLASS NUMBER 60111

LAYOUT DESIGN ARTIST

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and frequencies listed may vary depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Layout Design Artist may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Layout Design Artist classification is to design and produce appropriate layouts for clients and the agency. In addition, the Layout Design Artist consults with clients and agency members concerning requested graphic designs.

Duties

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|------|---|-------------------------------|
| I. | Designs layouts. | <u>Frequency: 70% +/- 15%</u> |
| II. | Consults with clients concerning requested graphic designs. | <u>Frequency: 25% +/- 10%</u> |
| III. | Maintains inventory of equipment and artistic supplies. | <u>Frequency: 5% +/- 2%</u> |



**KSA'S FOR THE
JOB CLASSIFICATION OF
LAYOUT DESIGN ARTIST**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Layout and design, art, graphic and industrial design, visual treatments and techniques for medias of print as well as film and television; Mechanical/technical procedures and operations typical of graphic design.	Spatial; Using tools and equipment associated with graphic art.	Work with others; Carry out complex instructions; Independently apply knowledge to projects.
II	Layout design and graphic art.	Spatial; Using tools and equipment associated with graphic art; Oral communication.	Listen and understand complex sets of instructions regarding projects; Develop layouts according to client specifications; Make independent decisions; Work with others.
III	Inventory control; Purchasing practices; Budget and cost analysis; Report writing; Intermediate mathematical operations.	Organization; Written communication; Predicting cost of projects.	Write reports; Maintain files; Preparing budget and cost analysis reports; Perform intermediate mathematical operations.



Minimum Qualifications

- Completion of two years of technical training or undergraduate major core coursework in graphic art and design, commercial art or in a similar field.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The incumbent is responsible for ensuring that reasonable care is taken when dealing with artistic supplies, tools and materials in order to avoid minor injuries. Minor risks related to injuries, such as tripping and falling, do exist. In addition, the incumbent is occasionally exposed to combustible or toxic materials (e.g., paints) which pose a hazard.