

**THE CITY UNIVERSITY OF NEW YORK**  
**Classified Civil Service Position Description**

**Title** College Graphics Designer  
College Graphics Designer (Hourly)

**Title Code** 04808

**FLSA Status** Non-Exempt

**Date Issued** April 22, 2015 Revised

**General Duties and Responsibilities**

This class of positions encompasses the performance of technical and/or artistic work necessary for the visual presentation of information data. There are two assignment levels within this class of positions. The following are typical assignments within this class of positions. All employees perform other related duties.

**Assignment Level I**- under general supervision, with some latitude for independent action, performs moderately complex artistic work such as:

- Prepares and designs comprehensive photomechanical layouts of jobs composed of typed material, line, and halftone art to be printed in house or by and outside vendor.
- Designs all forms of printed materials, consulting with originating departments in order to produce camera-ready copy for printing.
- Designs and produces internal working forms for various departments, as requested.
- Estimates costs and production time for publications, as necessary; also, deals with outside vendors on specifications and bids, as required.
- On occasion, utilizes phototypesetting or phototypesetter systems to produce high quality, typographically pleasing type matter; produces such head material from press type and enlarged photo type, as necessary.
- Utilizes Photostat camera and processing machine to prepare enlargements or reductions of materials for layouts.
- Prepare art materials, freehand or mechanically, for various art layouts.
- May supervise lower ranking personnel.
- Performs other related duties as required.

**Assignment Level II**- under general supervision, with latitude for independent action, performs work of advanced level complex work such as:

- Performs creative services for college publications.
- Coordinates design projects for the college.
- Estimates costs and production time for publications; also, deals with outside vendors on specifications and bids, as required.
- Designs college advertisements and special programs advertisements.

- Recruits, trains, and supervises college graphics designers, and/or other personnel as necessary.
- Performs other related duties as required.

**Qualification Requirements**

1. Possession of a baccalaureate degree in fine arts, commercial art, or similar, and two (2) years full-time experience or the freelance equivalent in graphics, drafting, or industrial design, or
2. Possession of an associate degree in an appropriate field and three (3) years full-time experience or the freelance equivalent in graphics, drafting, or industrial design, or
3. Possession of a high school diploma and four (4) years full-time experience or the freelance equivalent in graphics, drafting, or industrial design.

NOTE:

**Direct Lines of Promotion**

FROM: None

TO: None

**General Work Tasks**



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**Personnel Order 2015-02**

**April 22, 2015**

**Amendment to Classification Plan**

The following title is hereby added to the Competitive Class Service of the City University of New York:

<b><u>TITLE</u></b>	<b><u>Level</u></b>	<b><u>New Hire Rate</u></b>	<b><u>Incumbent Rate</u></b>	<b><u>Maximum</u></b>
<b>College Graphics Designer (Hourly) – 04808</b>	<b>1</b>	<b>\$22.72</b>	<b>\$25.68</b>	<b>\$25.68</b>
	<b>2</b>	<b>\$26.13</b>	<b>\$29.53</b>	<b>\$29.53</b>

An hourly version is being introduced in response to management's request.

No other changes are being made to the existing full-time College Graphics Designer specifications.

This title is accreted to Local 375 of DC 37.

Gloriana B. Waters  
Vice Chancellor for the Office of Human Resources Management