

Oklahoma Department of Corrections
Unclassified Job Descriptor

GRAPHIC AND WEB DESIGNER

Basic Purpose:

Positions in this job are responsible for designing and producing high-quality and cost-effective artwork involving a variety of media; and composing and preparing graphic materials for publications.

Typical Functions:

- Designs and prepares layouts and camera-ready art for departmental reports, brochures, publications, certificates, diagrams, cover-art and other public documents.
- Coordinates design services; independently develops graphic design concepts for complete projects.
- Designs and fabricates exhibits, displays, and campaigns.
- Creates illustrations, graphs, and charts for reports and public meetings. Compiles and assembles information for each project.
- Maintains file for records, original art and other related work.
- Advises and consults with clients to determine their graphic design needs.
- Monitors and updates agency website for divisional information as needed.
- May assist with locating, assembling, collating, editing, and summarizing materials, information, and data for the department.
- Compiles information using appropriate computer software or other data processing equipment and receives and reviews source documents; reviews data and makes routine corrections.

Knowledge, Skills, and Abilities:

Knowledge of the techniques and terminology of composition, typesetting, lettering, layout, design and color, and of printing and graphic reproduction techniques. Ability to operate and use digital graphic software applications on Macintosh and/or PC based systems or other related design equipment; follow instructions; develop original creative work from general descriptions and with minimal supervision; organize and archive digital information; create effective products that communicate to a specific audience; manage multiple projects.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Technical or Associate degree in visual communications, design, graphic, photography or commercial art or closely related field or four years of experience in producing projects such as brochures, signage, or other related work using digital technology. Two years of experience in producing print media or other related electronic media using digital technology; or an equivalent combination of education and experience.