

**MAJOR FUNCTION**

This is technical work involving graphic design and mapping. Work is performed under the general oversight of the senior Graphics and Mapping Specialist. However, supervision is provided by a higher-level supervisor. Work is reviewed through conferences and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Draws maps of geographical areas to show natural and constructed features, using ArcView, AutoCADD and CorelDraw (computer software programs). Reviews completed maps and graphics for accuracy and neatness. Digitizes features from existing maps, aerials and other materials to generate new maps. May digitize maps to establish zoning layers for a Geographical Information System (GIS) or to generate new maps from existing maps. May participate in the preparation of GIS overlays. Creates computer generated presentation quality graphics for the department's web site, for exhibits, visual aids, brochures, displays, advertisements. Prepares maps for public notification of rezonings, variances, and land use map amendments. Designs and produces graphics for report covers, posters, display maps, web pages, charts, tables and camera-ready artwork for printing. Prepares graphics designs for exhibits and visual aids for workshops, meetings and special events. May design interactive material for cd-rom. Designs, updates, and maintains the department web site using HTML code, Microsoft Front Page, Adobe Photoshop, Adobe Acrobat and other web related software. Performs related work as required.

**Other Important Duties**

Assists the public in locating streets and provides copies of maps to the general public. Assists City and County departments with their graphics and graphics design needs. Performs other related work.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Good knowledge of computer automated mapping or cartographic principles and techniques. Knowledge of computer automated graphics and graphics design principles and techniques. Knowledge of web design principals and techniques. Ability to read and understand maps. Ability to produce camera-ready art for printing and various presentation formats. Skills in utilizing computers and equipment (digitizer, plotter, scanner) used in modern graphics and mapping activities and other applications that are essential to successful job performance.

**Minimum Training and Experience**

Possession of an associate's degree in cartography, graphics arts, drafting, computer science, or a related field and one year of experience that includes drafting, cartographic, computer aided mapping, or graphics; or an equivalent combination of training and experience.

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