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<b>Functional Title:</b>	Environmental Graphics Designer	<b>Job Code:</b>	0013-CS560
<b>Classification Series:</b>	Graphics	<b>Band/Zone:</b>	H1
<b>Department:</b>	Physical Facilities	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July 1997		

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**General Function:**

Designs and oversees production, installation, and maintenance of interior and exterior signage.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Designs signage for buildings, donor recognition/honor wall, traffic regulation, banners, and other large scale graphics that complies with the Americans with Disabilities Act.
- 2) Creates full document drawings to direct in-house production; prepares sign packages for bid.
- 3) Creates camera-ready artwork for campus map updates and Miami Metro bus route map; illustrates construction related proposals.
- 4) Converts AutoCAD and PowerDraw files to illustrate drawings to provide legible small scale floor plans.
- 5) Provides work direction and trains student interns; assists with work assignments; monitors and reports performance.
- 6) Maintains log of in-house sign production.

**Reporting Relationships:**

Direction Received: Reports to University Architect and Campus Planner.

Direction Given: Functional supervision over Student Intern on an on-going basis.

**Minimum Requirements:**

Requires an Associate's degree in Graphic Design and two years of design experience, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of computer and advanced drawing and photo retouching software; supervisory skills; knowledge of requirements of Americans with Disabilities Act; ability to read blueprints.

**Working Conditions:**

Physical effort usually requires considerable walking and/or standing. Periodic assignments given which entail dealing with modestly unpleasant situations.