



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: VISUAL ARTS SPECIALIST I - II**

**DEFINITION:** Under general supervision, plans, design, develops, and coordinates graphic design services.

**REPORTS TO:** Manager - Main Library Services or Recreation Superintendent.

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Performs the duties of the classification.

Grade Level II - Supervises individuals at the Visual Arts Specialist I level.

**EXAMPLES OF DUTIES:**

- Coordinates graphic arts support functions;
- Supervises presentation of art exhibits;
- Prepares graphic layouts for flyers, posters, brochures, and a variety of advertisements;
- Supervises the printing of brochures, flyers, posters, and other publications;
- Illustrates publications and flyers;
- Hand letters or paints signs, banners and certificates;
- Researches, reviews, selects, schedules, and displays art exhibits;
- Prepares and presents oral and written reports;
- May prepare computer generated graphics and page layouts;
- May photograph events, programs and activities;
- May select, train, supervise, and evaluate the work of subordinates;
- May supervise volunteers;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

A Bachelor's degree from an accredited college or university with major coursework in commercial arts, fine arts, graphic arts, or closely related field;

One year of experience in the production of graphics;

Equivalent work experience may be substituted for the required education on a year-for-year basis;

The skill to communicate effectively both orally and in writing;

Willingness to work an irregular schedule including nights, weekends and holidays;

Valid motor vehicle operator license.

VISUAL ARTS SPECIALIST I-II (continued)

**HISTORY:**

Established 07/01/81, revised 03/12/85, 07/16/86, 05/10/88.

Approval/Adoption Dates: 05/10/88 - Human Resources Department  
06/15/88 - Civil Service Commission