SIGN and GRAPHICS DIRECTOR  
(Formerly Sign Fabricator)

DISTINGUISHING FEATURES OF THE CLASS: This is a Graphic Design/Sign Design and Production position. The incumbent in this position operates and maintains computers, vinyl cutters, various machines and tools used in the design and production of graphics and signs for the City of Albany. Work is performed under general supervision of the Commissioner of General Services with leeway permitted for independent judgment in carrying out assignments.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Designs and produces graphics and signs using Gerber Sprint 2b Sign System, IBM compatible computers, vinyl cutters and design software;
- Designs, stripes and letters City vehicles;
- Designs and produces a wide variety of signs, such as traffic control devices, department signs, signs for events, banners, etc;
- Designs graphics for department letterhead, flyers, etc;
- Leads and participates with the installation of signs and poles;
- Weeds vinyl, applies sign faces to sign blanks, etc;
- Uses and maintains squeeze roller and various power and hand tools;
- Performs detailed manual and visual tasks, such as drilling holes, cutting anchor posts, etc.;
- Stores raw and finished sign material;
- Maintains inventory, fills out requisitions for needed supplies and equipment;
- Keeps work area neat and organized;
- Lifts signs, sign blanks and material weighing between five and fifty pounds;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of design software such as CorelDraw, Adobe PhotoShop, Adobe Illustrator, FlexiSign, Gerber Sprint and Microsoft Word;
- Good knowledge of personal computers and office equipment;
- Good knowledge of sign design and fabrication equipment;
- Working knowledge of traffic control signs, shapes and lettering as described in the Uniform Traffic Control Devices manual;
- Working knowledge of use and durability of vinyl and reflective material;

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- Possess strong design skills;
- Ability to follow oral and written instructions;
- Ability to operate simple and complex sign fabricating machines;
- Ability to repair signs and sign posts;
- Ability to keep accurate inventory records and fill out requisitions;
- Ability to meet deadlines, take initiative and be resourceful;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

A. Graduation from high school or possession of high school equivalency diploma and one (1) year of paid fulltime experience in design and/or sign fabrication; OR;

B. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL NOTE:** A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.