

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: GEOSCIENCE ILLUSTRATOR

SALARY TABLE: 29

SALARY RANGE: 28

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of duties involved in the design, layout, typesetting, illustration and production of a variety of maps, charts, tables, diagrams, displays and other teaching aids requiring graphics in support of instructional activities involving earth and planetary sciences; prepare, design and arrange for the duplication of a variety of promotional, instructional and informational materials in support of instructional activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of duties involved in the preparation of visual teaching aids for use in instructional activities involving earth and planetary sciences such as geology, geography, paleontology and astronomy; develop materials to meet instructional needs.

Design, typeset, illustrate and produce a variety of maps, charts, tables, diagrams, displays and other teaching aids requiring graphics; prepare large-scale illustrations for use in field trips as needed; create and lay out stratigraphic columns and structural diagrams.

Prepare and design flyers, guidebooks, handouts, signs, forms, posters, banners, bulletins, brochures and other promotional and informational materials; prepare and update various instructional materials such as handbooks, worksheets, exercises, exams and reference guides.

Create, plan, develop and layout text, color, illustrations and graphics; select type style and size, fonts, spacing of letters and text lines, placement, and size and type of photos and graphics to be used according to established instructional needs and specifications.

Research, compile, catalog, label and prepare geological and paleontological specimens and props for display and use in instructional activities; prepare and assemble related displays including text, graphics and illustrations; coordinate and assure proper storage of specimens and displays.

Operate designated computer systems, specialized software and peripheral equipment to create a variety of graphic designs and layouts; utilize typewriters, label makers, hand tools and drafting instruments and equipment.

Confer with faculty and staff concerning the design, content, goals and objectives of materials and teaching aids and determine product priorities and output; work from oral and written instructions and specifications; research and verify scientific information included in teaching aids as needed.

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Enter text and graphic elements using a keyboard, scanned materials and data files; format and arrange data; scan photographs; reduce or enlarge documents and graphics as necessary.

Communicate with College personnel and various outside agencies to exchange information and resolve issues or concerns.

Establish and maintain various record and files related to illustrations, displays, maps, videos and assigned activities.

Research, order and maintain inventory of display supplies; arrange for the printing and distribution of materials and teaching aids; post bulletins and other materials on bulletin boards as needed.

Prepare materials for special events such as certificates, plaques and gifts.

Catalog, label and maintain Department video library as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, practices, terminology, equipment and procedures used in the design, layout, typesetting, illustration and production of graphic arts and printed materials.

Basic use and application of visual aids in instructional activities involving earth and planetary sciences such as geology, geography, paleontology and astronomy.

Page layout and graphic arts design techniques and procedures.

Operation of computers, various graphics software and peripherals.

Basic topographic, geologic, bathymetric and astronomical terminology, symbols, scales and maps.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping techniques.

ABILITY TO:

Prepare visual teaching aids for use in instructional activities involving earth and planetary sciences such as geology, geography, paleontology and astronomy.

Design, typeset, illustrate and produce a variety of maps, charts, tables, diagrams, displays and other teaching aids requiring graphics.

Prepare, design and arrange for the duplication of a variety of promotional, instructional and informational materials in support of instructional activities.

Learn practices, procedures and techniques involved in procuring, labeling, cataloging and displaying rock, mineral and paleontological specimens.

Operate designated computer systems, specialized software and peripheral equipment to create a variety of graphic designs and layouts.

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Create, plan, develop and layout text, color, illustrations and graphics.

Establish and maintain records and files.

Meet schedules and time lines.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in graphic arts, geology or related field and two years experience in the design, layout, typesetting, illustration and production of graphic arts and printed materials and some work with earth and planetary sciences such as geology, geography, paleontology and astronomy.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to view a computer monitor and read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time.