

CLASS TITLE: **Graphic Arts Supervisor**

CHARACTERISTICS OF THE CLASS: Under direction, supervises the activities of a graphic arts unit; and performs related duties as required.

ESSENTIAL DUTIES: Assigns and supervises the activities of subordinate artists, photographers or vendors engaged in the design and preparation of a variety of department publications, maps and other informational materials; determines the editorial direction and thematic approach to create the desired impact; prioritizes job orders and resolves production problems so as to ensure completion of jobs in a timely manner; prepares and monitors the unit's budget; selects and orders graphic arts supplies and equipment; serves as department liaison in planning and coordinating multifaceted programs; trains and instructs staff in advanced graphic, printing and photography techniques; performs exclusive or high priority design services for logos, posters and other promotional materials using desktop publishing programs.

Related Duties: Reviews and edits projects to ensure they create the desired effect. Recommends vendors for contracting printing jobs.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Graphic Arts or directly related degree supplemented by four years of progressively responsible commercial art experience including one year of supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Thorough knowledge of the principles and procedures of graphic design and commercial art. Thorough knowledge of the requirements and mechanics of producing publications. Thorough knowledge of computer graphic programs and specialized art work.

Ability to direct, plan, assign and supervise the work of subordinate personnel. Ability to use computer graphics programs for art production. Ability to interpret complex data and translate it into graphic form. Ability to use a personal computer and its peripheral equipment.

Considerable skill in the application of graphic design techniques. Considerable skill in conveying concepts and messages visually. Good oral and written communication skills.

CLASS TITLE: **Chief Graphic Artist (Cont'd)**

Physical Requirements. Ability to occasionally lift and carry art supplies and art work weighing up to thirty-five pounds.

Working Conditions. General office environment. Some exposure to fumes, dust or noise.

Equipment. Personal Computers, scanners, photostat camera, laminator, color copier, drawing instruments and drafting accessories, dry mountpress, wax coating machine, hand tools and image setter.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 1996