

GRAPHIC SUPERVISOR

KIND OF WORK

Supervisory work in graphic art and design services.

NATURE AND PURPOSE

Under general direction, an employee in this class provides guidance and assistance to clients on printed matter, displays and presentation materials; and plans and directs the work flow of a graphics unit; perform related work as required. Differs from Graphic Art Specialist positions in its supervisory responsibility for a graphics unit. Differs from higher level positions in its exclusive focus on graphics rather than responsibility for a variety of information or other kinds of programs.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs graphic art design, illustration, drafting, and photography so that clients'/sponsors' ideas and information are presented in the best format by discussing job requests with the client/sponsor; determining services needed; assigning the job to a graphic designer; and overseeing the projects to insure that the work is completed efficiently, accurately, in a timely manner, and the methods used are the most cost-effective.

Administratively supervise a unit/section to ensure the effective allocation of human resources by interviewing, selecting staff affirmately, assigning, scheduling, directing, evaluating work performance, recommending achievement awards, and disciplining subordinate staff.

Manage the operations of the graphic and design unit so tasks can be accomplished by developing and implementing a workflow system, purchasing graphic art materials and equipment, and investigating/searching out new methods and products in a graphic arts field.

Coordinate graphic art and design projects with State Printer so that projects are completed in a timely manner by preparing printing order forms; obtaining cost estimates and obtaining financial approval; overseeing printing jobs and providing quality control by proofing jobs; insuring production and delivery schedules are met; and insuring that State Printer procedures are known and adhered.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Human resource policies, procedures, and labor contracts sufficient to establish priorities, make work assignments and approve the completed work of a large to moderate-sized group of professional and technical or clerical employees.

Graphic design methods; equipment; printing production; and photographic techniques sufficient to advise clients/sponsors the best possible form to present their ideas/information.

Types of publications (brochures, charts, folders, etc.) sufficient to advise clients on the best way of presenting their message.

Ability to:

Supervise staff and delegate authority.

Oversee operation and maintenance of graphic design equipment.

Communicate orally and in writing with individual client/sponsor, State Printer and outside contractors.

Identify training needs of unit staff sufficient to provide required training to maintain and improve the implementation of the unit's activities.

Use illustration, photography and stat camera for designing.

Use computer graphics equipment for designing publications.

Est.: 2/16/88

Rev.:

T.C.:

Former Title(s): Graphic
Supervisor (MZG)