

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Supervisor, Graphic Arts

Salary Grade: 27

Salary Schedule: Classified Management

Department/Site: Graphic Arts

Reports to/Evaluated by: Assistant Superintendent, Business Services

FLSA: Exempt

SUMMARY

Under general direction, this position supervises, assigns, and reviews the work of staff providing graphic arts and duplication services. The role involves technical tasks in material production and familiarity with Graphic Arts Department administration.

DISTINGUISHING CAREER FEATURES

This senior-level supervisory position requires specialized knowledge, education, and experience in graphic arts and material production, along with management and supervisory skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes, assigns, supervises, and reviews the work of staff providing graphic arts and duplication services.
- Meets with vendors to ensure contractual obligations and customer service standards are met.
- Prepares and delivers training to end-users on the online work order system, site/department copiers, and graphic arts best practices.
- Participates in staff selection, training, and performance management, including disciplinary actions.
- Recommends and assists in implementing department goals and objectives.
- Establishes schedules and methods for providing services and implements policies and procedures.
- Receives, reviews, plans, organizes, and schedules job orders, establishing timelines and workflow.
- Evaluates the quality and quantity of services.
- Confers with vendors on paper stock, materials, and equipment.
- Conducts regular safety meetings with staff.
- Advises District personnel on specialized graphic work methods.
- Prepares billing statements and enters journals to process charges.

- Participates in budget preparation and administration, submits recommendations, and monitors expenditures.
- Prepares reports and maintains records.
- Performs graphic arts and duplicating duties as required.

QUALIFICATIONS

- **Knowledge and Skills:** Requires considerable knowledge of the design, layout, and production of written and printed materials; well-developed proofreading and editing skills; a thorough understanding of the operations, services, and activities of a materials production department; knowledge of District and site/department operations, goals, and objectives; and strong supervisory, leadership, and organizational skills.
- **Abilities:** Ability to review, interpret, and recommend changes to graphic arts projects; interpret and explain policies and procedures; operate, maintain, and troubleshoot production equipment; prioritize and schedule work to meet deadlines; and communicate technical information effectively.
- **Physical Abilities:** Requires sufficient hand-eye-arm coordination for computer use and object manipulation; near visual acuity and accommodation; and color vision.
- **Education and Experience:** High School Diploma with additional college or vocational courses in graphic arts or a related field (AA degree preferred) and a minimum of three years of technical experience in graphic arts production and duplication, including three years of leadership or supervisory experience. Additional experience may substitute for education.