

---

<b>Position:</b>	Supervisor, Graphic Arts	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Graphic Arts	<b>Salary Grade:</b>	29
<b>Reports to/Evaluated by:</b>	Assistant Superintendent, Business Services	<b>Salary Schedule:</b>	Classified Management

---

**SUMMARY**

Supervises, assigns, reviews and participates in the work of staff responsible for providing graphic arts and duplication services. Performs a variety of technical tasks related to the production of materials. Is familiar with the administrative duties that pertain to the efficiency of the Graphic Arts Department.

**DISTINGUISHING CAREER FEATURES**

Senior level supervisory position requiring a combination of specialized knowledge, education and experience in graphic arts and material production. Experience providing management and supervisory skills required beyond formal education. Advancement opportunities are limited to higher level management experience and will require additional training or experience in supervisory and management processes. Under general direction, this position is responsible for the supervision, planning and organization of the District’s Graphic Arts department. The Supervisor oversees work performed by Graphic Arts personnel, directs all production of graphics, printing and binding. Determines equipment needs, evaluates processes to ensure effectiveness and efficiency. Analyzes data and prepares reports relative to centralized printing services. Exercises a considerable latitude, judgment and discretion in carrying out duties. Operates in a fast paced, production-oriented environment, focused on meeting tight timelines and schedules. Involves a high level of contacts, often of a technical nature, with District administrators, faculty and staff. Works collaboratively with representatives from outside agencies such as Xerox. Helps insure that the equipment within the print shop is well maintained and arranges for the deletion, upgrading and or repairs of such equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for providing District graphic arts and duplication services.
- Periodic meetings with vendor, providing leased equipment, to ensure all contractual obligations are being met and acceptable customer service is provided to our sites/departments.
- Prepares and delivers trainings for site/department end users related to online work order system, copiers at sites/departments, and best practices related to graphic arts.
- Participates in the selection of Graphic Arts department staff. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.

- Recommends and assists in the implementation of goals and objectives for the department. Establishes schedules and methods for providing graphic arts and duplication services. Implements policies and procedures.
- Receives and reviews incoming job orders. Plans, organizes and schedules graphic arts and duplicating work. Establishes timelines and work flow. Evaluates quality and quantity of services rendered.
- Confers with vendors regarding paper stock, duplicating materials and equipment.
- Conduct regular safety meetings with Graphic Arts staff.
- Provides advice to District personnel regarding appropriate methods to perform specialized graphic work.
- Prepares billing statements and enters journal to process charges incurred by sites/departments.
- Participates in the preparation and administration of the graphic arts and print shop budget. Submits budget recommendations. Monitors expenditures.
- Prepares various reports and maintains records related to operations and activities.
- Performs a full range of 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. Requires well-developed proofreading and editing skills. Must have a thorough understanding of the operations, services and activities of a materials production department. Requires knowledge of District and individual site/department operations, goals and objectives in order to assist in development of effective materials. Requires strong supervisory, leadership and organizational skills.

**Abilities:** Must be able to review, interpret and recommend changes to graphic arts projects in order to meet user's needs. Must be able to interpret and explain graphic arts and duplication services policies and procedures. Must be able to operate, maintain and troubleshoot the full range of equipment used in the production department. Must be able to prioritize and schedule work in order to meet deadlines. Communication skills must be sufficient to interact and discuss technical information with a wide range of contacts throughout the District.

**Physical Abilities:** Requires sufficient forearm, hand, and finger dexterity to move and place objects; hand-eye coordination and near visual acuity and accommodation to bring items into sharp focus; color vision to evaluate color materials.

**Education and Experience:** High School Diploma plus additional college or vocational courses in graphic arts or a related field equivalent to the attainment of an AA degree is preferred. Minimum of three years technical experience in graphic arts production and duplication, including three year leadership or supervisory experience required. Additional experience may be substituted for education.