



For the future of every student

CLASS TITLE: GRAPHICS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director-Purchasing, organize, direct and participate in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials for the District; plan, schedule, develop and implement printing, reproduction and graphic design projects; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize, direct and participate in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials for the District; establish and maintain related time lines and priorities; coordinate and oversee printing activities to assure projects meet established time lines and specifications; assure compliance with related policies and procedures.

Coordinate communications and personnel to meet District printing needs and assure smooth and efficient activities; receive, prioritize and coordinate response to printing requests and work orders; plan, schedule, develop and implement printing, reproduction and graphic design projects; confer with customers and vendors regarding printing and duplication issues, needs and time lines.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign staff duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Assist staff with the planning, development and lay-out of graphic arts and printing projects; establish project schedules and calculate costs; estimate time, materials and personnel requirements for printing projects; assure smooth and timely completion of projects; inspect completed projects for accuracy, completeness and compliance with established specifications.

Supervise and participate in operating an assigned computer system, specialized peripherals and graphics software to prepare and design written and graphic materials; enter text and graphic elements using a keyboard, scanned materials or data files; format, lay out and arrange data.

Coordinate, oversee and participate in the creation, design, planning and layout of text and art work; supervise and participate in the selection of type, style and size of fonts, spacing of letters and text lines, and placement, size and type of photos and art work to be used according to project specifications and staff input; reduce and enlarge text and images as needed.

Prepare and set up offset reproduction presses for printing activities; select and adjust settings and specifications as appropriate; determine and load appropriate paper; assure proper ink and water levels are maintained for accurate color, balance and registration; utilize plate-makers.

Select appropriate equipment, settings and paper stock for projects; prepare copiers for extended production runs and monitor equipment during the duplication process; adjust equipment settings to enhance clarity of printed materials.

Supervise and participate in reviewing work submitted for reproduction; proofread work to assure completeness, quality and clarity of original copy; cut, collate, assemble, drill, hole punch, fold, pad, bind and staple reproduced materials as needed; prepare and package completed projects for distribution; route and schedule the delivery of completed projects.

Confer and collaborate with staff in the planning, design and revision of graphics and printing jobs and determine product output from rough draft, work orders and oral instructions; review completed jobs and monitor works in progress to assure proper application of paper weights, sizes, digital printing processes, inks and related specifications.

Clean and maintain equipment in proper working condition; clear paper jams; replace toner and adjust equipment in response to minor malfunctions; perform minor repairs on duplication and other equipment as directed; report major maintenance and repair needs to appropriate personnel.

Monitor inventory levels of printing supplies and materials; order, receive and maintain adequate inventory levels of supplies and equipment; confer with vendors regarding product and pricing information; select vendors according to product quality and price effectiveness.

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns; initiate and receive telephone calls; greet and assist visitors.

Operate a variety of reprographic and finishing equipment including offset press, high speed copiers, folders, cutters, staplers, drills, binders, computers, scanners and assigned software; drive a vehicle to conduct work; pick up and deliver projects as needed.

Develop and implement graphic design, printing and duplication services; review, evaluate and provide technical recommendations concerning related policies and procedures.

Prepare and maintain various records, reports and files related to projects, personnel and assigned activities; prepare, arrange for and follow up on billings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of District printing, reproduction and graphic design projects, services and activities.

Principles, practices and techniques involved in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials.

Office duplicating processes and machines including high speed copiers, printers, offset press and related finishing equipment.

Methods, terminology, equipment, materials, processes and procedures used in the production of printed and graphic materials.

Page layout and graphic arts design techniques and procedures.

Methods and procedures of operating computers and peripheral equipment.

Computers and graphics software applications used by the District.

Methods of collecting and organizing data and information.

Principles and practices of supervision and training.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Record-keeping and report preparation techniques.

ABILITY TO:

Organize, direct and participate in the design, formatting, layout, production, printing and duplication of a variety of graphics, documents and materials for the District.
Coordinate communications and personnel to meet District printing needs and assure smooth and efficient activities.
Plan, schedule, develop and implement printing, reproduction and graphic design projects.
Train and evaluate the performance of assigned personnel.
Receive, prioritize and coordinate response to printing requests and work orders.
Estimate time, materials and personnel requirements for printing projects.
Operate an assigned computer system, specialized peripherals and graphics software.
Utilize high-speed reprographic, finishing and offset printing equipment in the printing and reproduction of a variety of District materials.
Enter text and graphic elements using a keyboard, scanned materials or data files.
Assemble, collate, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.
Create, plan, develop and layout text, color and art work.
Inspect completed projects for accuracy, completeness and compliance with established specifications.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Prepare and maintain various records and reports.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and four years increasingly responsible experience in the production, printing and duplication of a variety of documents and materials including work with graphic design, offset printing machines, high-speed copiers and computers.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Print shop environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of printing equipment.
Standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Seeing to read a variety of materials and monitor printing operations.
Bending at the waist, kneeling or crouching to retrieve and store supplies.

Reaching overhead, above shoulders and horizontally.
Hearing and speaking to exchange information.

HAZARDS:

Working around or with machinery having moving parts.
Chemicals used in the printing process.

Approved by Personnel Commission: *06/18/2008*