

Graphics Supervisor (7935)
Task List 2017

DESIGN AND PRODUCTION

1. Creates hardcopy and electronic sketches of graphic illustrations, displays, graphic reproduction layouts, maps, photographic presentations and drawings used in the development and presentation of artistic and visual displays such as concept layouts and final pre-press production pieces for print and electronic media including posters, renderings, pamphlets, brochures, and websites using paper and pencil and computer software such as SketchUp, Microsoft Office Suite, Adobe Creative Suite, Adobe Illustrator, Adobe Photoshop, and InDesign.

SUPERVISION

2. Supervises technical employees such as Graphics Designers engaged in the development and presentation of artistic and visual displays from concept layouts to final production pieces for print and electronic media including drawings, posters, renderings, pamphlets, brochures, websites, and social media by directing, delegating, coordinating, and assigning the work of staff based on factors such as difficulty and priority of assignments and employee workload, and by providing instruction through email, telephone, and direct contact in order to facilitate efficient production of high quality visual displays and graphics design documents.
3. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion, and monitoring of employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
4. Counsels employees regarding personnel issues such as rule infractions or inappropriate conduct and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
5. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs; provides other specialized training to staff and/or other employees in order to ensure they can successfully perform their job duties and can do so in compliance with Department standards.

6. Reviews, evaluates, and revises the work of staff including the creation of concepts, layouts and final designs for renderings, pamphlets, brochures, and websites to ensure the final approved design is consistent with the client's vision, uses current and appropriate layout principles, techniques and processes, and that department standards are met.

COMMUNICATION

7. Communicates with intradepartmental and interdepartmental staff (e.g., project managers, public affairs staff, website coordinators) and City officials (e.g., Mayor's Office, City Council, City Attorney, City Controller) through telephone, email, and direct contact in order to discuss project needs, schedules, and graphic requirements for requested design pieces such as drawings, posters, renderings, pamphlets, and brochures.
8. Communicates with Publishing Services (printshop) staff through email, telephone, and direct contact to provide information regarding project timeline and printing instructions such as type of paper required, folds, stitching, gluing, binding, embossing, debossing, and/or foiling in order to ensure the final project is delivered as instructed, on time and on budget.
9. Consults with clients to discuss project design and timeline for brochures, websites, pamphlets, and posters and then prepares and submits a draft of the design to the client in order to gather feedback for required revisions such as change of layout, theme or branding, to ensure that client's needs are met and to receive final approval before proceeding to the final piece.
10. Communicates with employees orally and in writing in order to request or provide relevant information regarding project designs, requirements and timelines, appropriate work methods and procedures, policy changes or department objectives, interpretations of City policies or Memorandums of Understanding (MOUs), and training and promotional opportunities.

OTHER JOB TASKS

11. Attends conferences in order to keep current on industry trends such as new design and production concepts, graphic representations, and new development tools used by design firms, and implements new concepts in the design and production of graphics design pieces.