

Jurisdictional Class: Competitive  
EEO Category: Technicians  
Revised: 04/16/2019

## **GRAPHIC SERVICES SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position has the responsibility for planning, coordinating and supervising the work concerned with the production of brochures, mailers, newsletters, catalogs, programs, diagrams, charts, slides, maps, transparencies and all office materials from the creative phase to the final product. The incumbent must exercise considerable judgment in deciding on the details of projects for which he/she is responsible and in their supervision while in progress. Supervision is exercised over the work of lower level graphic arts personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Coordinates and delegates graphics and photo workflow;  
Makes project timelines and deadlines;  
Conducts pre-press operations on files and troubleshoots issues with print shop;  
Produces computer-based graphic design work and/or converts web based graphics;  
Provides training on content management systems;  
Maintains and updates website content;  
Researches and recommends the purchase of computer hardware, graphics software and associated equipment;  
Maintains input and tracking of billing system;  
May research and employ services for printing.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of art, design, computer-based topography, graphic artwork software and programs, photography and various typesetting and duplicating machines and equipment; thorough knowledge of current principles, practices, methods and techniques of commercial and graphic art; ability to utilize basic skills in all forms of artwork and graphic design; ability to establish effective working relationships with others; ability to provide supervision in a manner conducive to full performance and high morale; ability to conduct relationships with others; ability to provide supervision in a manner conducive to full performance and high morale; ability to conduct research and prepare reports; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with demands of position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in art, fine art, graphic art, design, studio art, commercial art or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in art, fine art, graphic art, design, studio art, commercial art or a closely related field **AND** two (2) years of experience in a position involving graphic illustrations, graphic design or commercial art which included computer-assisted design techniques.; **OR**

continued...

**MINIMUM QUALIFICATIONS (cont'd):**

- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in a position involving graphic illustrations, graphic design or commercial art which included computer-assisted design techniques.

Adopted: 03/20/1974

Revised: 05/05/1993; 04/16/2019