

# GRAPHIC ARTS SUPERVISOR

## Position Details

Class Code: 1030

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: Pay Grade 58 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, plans, directs, and supervises the operation of graphic design, offset graphic reproduction and digital imaging units, marketing, and overall general graphic arts operations.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages reproduction jobs which includes; bindery, reproduction, printing, duplicating, outsourcing, designing (design and concept), newsletters, books, pamphlets, work orders, monthly periodic rates, etc.
2. Analyzes, plans, and schedules work assignments to accomplish efficient unit operation; makes recommendations for improvement of operations for offset printing, digital imaging, duplication, binding, designing, photographing, centralized forms management (printed and electronic on-line, production, and maintenance), and outsourcing.
3. Supervises training process of personnel.
4. Advises administrators, principals, and other district personnel on the format, reproduction methods, and copy preparation procedures.
5. Prepares budget proposals for appropriate units each fiscal year; monitors department budget.

6. Prepares and assigns charges and distribution of costs for completed work of various projects; maintains monthly project records and prepares reports, as needed.
  7. Analyses effectiveness and utilization of equipment; identifies obsolete and makes recommendation for additional or replacement; assigns preventive maintenance schedule or outsource special repairs.
  8. Supervises shop inventories and requisitions materials and supplies.
  9. Responsible for shop training, safety practices, and procedures.
  10. Responsible for the safe handling and disposal of hazardous materials.
  11. Assists in the interview and selection of new subordinate personnel.
  12. Provides input for the evaluation of assigned staff.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves responsibility for planning, managing, and supervising the operation of a large multi-shift Graphic Arts Center.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of the work and equipment of a graphic arts center.
2. Knowledge of prepress, press, and post press operations, graphic design, and electronic forms.
3. Knowledge of computerized applications of production and project tracking.
4. Knowledge of business and project management skills.
5. Ability to develop marketing strategies.
6. Ability to develop, learn, and apply procedures.
7. Ability to meet predetermined deadlines.
8. Ability to initiate flexible action to accomplish work.
9. Ability to read and interpret written and oral material.
10. Ability to keep abreast of changing technologies in the graphic arts field.
11. Ability to train, supervise, and evaluate employees.
12. Ability to work flexible hours or shifts.
13. Ability to work cooperatively with, employees, vendors, suppliers, and the public.
14. Ability to recognize and report hazards and apply safe work methods.

15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc).
2. Ten (10) years experience in a large print related graphic arts service, which includes prepress, graphic design, digital imaging, and/or offset printing.
3. Five (5) years supervisory experience.

### **Licenses and Certifications**

None Specified.

### **Preferred Qualifications**

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
  2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.
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## **Document(s) Required at Time of Application**

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.);
  2. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District facilities-schools and administrative offices/departments.

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## Work Environment

### Strength

Medium - exert force 20 to 50 lbs. occasionally, 10-25 lbs. frequently, up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

### Physical Demand

Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity.

### Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

Offset press, process camera, film processor, computers, printers, scanners, collator, paper cutter, laminator, telephones, calculators, copy machines, fax machines, various hand tools, cleaning solvents, telephones, filing cabinets/equipment etc.

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### AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

### Job Revision Information

- Revised: 12/16/20
- Created: 06/01/89