

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**GRAPHIC DESIGN SUPERVISOR - 1489**

**DEFINITION:**

Under direction, to plan, coordinate, and supervise varied and difficult graphic arts projects related to community planning or City-wide activities; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Supervises and participates in the preparation and illustration of varied graphic arts projects, using both traditional and computerized techniques, such as brochures, booklets, publications, displays, letterheads, maps, layouts for billboards, graphs, signs, digital art, online and social media content, and charts for City-wide community planning or departmental use;
- Makes work assignments;
- Trains and rates the work performance of subordinates;
- Participates in special projects or assignments by preparing materials for use in newspapers, television programs, or special event exhibits;
- Attends meetings of citizens' groups to discuss and recommend methods of presentation for community plans;
- Retouches photographs for reproduction;
- Letters various types of posters, exhibits, and illustrations;
- Coordinates specifications, printing, and reproduction requirements with central duplicating and outside vendors;
- Assures desired results in the most economical way through a broad technical knowledge of graphic arts, tools, equipment, materials, and processes including printing and photography;
- Confers with various departmental personnel regarding assignments.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Three years of full-time experience in diversified graphic which must include type specification and graphic production using both traditional and computerized techniques for offset printing and visual aids; **OR** one year of full-time experience as stated above, **AND** completion of an Associate's Degree or higher, or Community College Certificate program in Commercial or Graphic arts or closely related field; **OR** two years of full-time experience as

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

stated above, AND completion of a trade or vocational certificate program in Commercial or Graphic Arts.