

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GRAPHIC COMMUNICATIONS MANAGER

DEFINITION:

Under direction, to plan, coordinate, and direct, through subordinate supervisors, graphic communications activities including graphic design services, mapping and noticing services, word processing, and printing; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Through subordinate supervisors, coordinates centralized graphic communications services including graphic design, mapping and noticing, quick print, word processing, and related clerical support functions;
- Coordinates with departmental personnel to determine the level and type of graphic communication services required;
- Coordinates with City print shop to schedule and prioritize printing services;
- Evaluates current services and recommends more effective graphic communication methods;
- Coordinates with vendors for contracted services;
- Evaluates new graphics, audio visual, and related graphic communication systems and equipment;
- Establishes production priorities of various graphic communication activities;
- Prepares reports on budget and staffing requirements;
- Trains and rates the work performance of subordinate employees.

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 Announcement for updated minimum qualifications.

Four years of experience in graphic or commercial art or experience in drafting/mapping, which must include one year of experience planning, coordinating and supervising staff involved in major graphic, commercial art, or drafting/mapping projects or functions.

- * **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.