

July 1, 1999

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### GRAPHIC DESIGN SUPERVISOR

##### 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 brochures, booklets, publications, displays, letterheads, maps, layouts for billboards, graphs, signs, 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 Announcement for updated minimum qualifications.

Three years of experience in diversified graphic which must include type specification, hand lettering, and graphics production for offset printing and visual aids; **OR** one year of experience as stated above **AND** completion of an Associate of Arts or higher degree, or Community College Certificate program in Commercial or Graphic arts or closely related field; **OR** two years of experience as stated above **AND** completion of a trade or vocational certificate program in Commercial or Graphic Arts.

- \* **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.