

Summary of Duties: Directs the Creative Services Division of the City Clerk's Office; designs, draws, and letters official City commemorative documents; assigns, reviews, and evaluates the work of Calligraphers performing the above work; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The Chief Creative Services Division is distinguished from other classes by the requirement for creative and artistic development of a variety of official documents. Assignments are received in written form with the text of the document furnished. An employee of this class is responsible for planning the arrangement of text, deciding on the style of lettering, designing appropriate ornamental features, and selecting harmonious colors for illumination.

Incumbents in the class of Chief Creative Services Division, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance

Examples of Duties: A Chief Creative Services Division :

Directs the Creative Services Division in the design of official City commemorative documents such as Council resolutions, certificates of appointment, and scrolls commemorating special occasions;
Directs the work of a small group of Calligraphers who assist in designing and lettering official City commemorative documents;
Decides on the motif for the document and the size of paper to be used;
Decides on style of lettering and hand letters the subject matter, using decorative initial letters where appropriate;
May sketch preliminary layout, allocating appropriate space for text and illustrations;
Designs appropriate embellishments, such as scrolls, symbolic figures, miniatures, and ornamental accessories;
Inks in detail and applies gold and other colors with brush and pen;
Burnishes gold embossments;
Prepares documents for printing and photographic reproduction by line etching, by making separate drawings for each color, and by use of Ben Day and halftone processes;
Makes arrangements with photographers and printers for the reproduction of documents;

Arranges for proper covering and binding of documents to be assembled in booklet form;
Arranges for adequate levels of graphics supplies;
Integrates computer graphics into production program as appropriate;
Prepares budget requests for specialized graphics, supplies, and equipment;
Communicates equal employment/affirmative action information to employees;
Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
Assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

Various styles of text lettering, including Gothic, German, rapid, retouched, and double line Old English, medieval, ornate medieval, missal capitals, Roman, script, and italics;
The creation and use of symbolic figures;
Principles of design, layout, and color harmony as applied to official documents and certificates;
Types of pens and brushes used in document illustrating and text lettering;
Nomenclature, symbols, methods, practices, techniques, and instruments used in engineering, drafting, and mapping;
Paper stocks, color substances, and inks;
Color separation, Ben Day, and halftone processes used in printing and photographic reproduction of drawings;
Computer generated graphics applications;
Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
Techniques of training, instructing, and evaluating subordinate's work performance;
Techniques for counseling, disciplining, and motivating subordinate personnel;
Procedures for grievance handling;
Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
Effective safety principles and practices;

A working knowledge of:

Budget procedures;
Laws and regulations related to equal employment
opportunity and affirmative action;

A general knowledge of:

City personnel rules, policies and procedures;
Memoranda of understanding as they apply to subordinate
personnel;

A high degree of skill:

In sketching symbolical figures, scrolls, miniatures, and
ornamental accessories and in applying colors with brush
and pen;
In text lettering;

The ability to:

Plan and lay out various kinds of documents with proper
spacing of text and appropriate illustration;
Use drafting instruments, special lettering pens, and paint
brushes;
Use computer graphics programs when appropriate;
Supervise the drafting, illustrating, and lettering work of
a small group of employees.
Establish and maintain a work environment to enhance both
employee morale and productivity.

Minimum Requirements: Four years of full-time paid experience
in text lettering, illustrating, and illuminating.

Physical Requirements: Strength to perform average lifting of
less than 5 pounds and occasionally over 10 pounds; arm, hand,
and finger dexterity involved in lettering for long periods of
time; sitting or standing for long periods; and good eyesight.

Those with medical limitations may be able to perform the duties
of some positions in this class with reasonable accommodation.
The decision to accommodate someone's limitations will be made
on an individual basis and depends on the types of limitations,
what the hiring department can reasonably do to accommodate
them, and the specific qualifications for the job.

Federal Labor Standards Act Status: All of the positions in
this class qualify for an executive exemption from the minimum
wage and overtime requirements of the Fair Labor Standards Act.

**As provided in Civil Service Commission Rule 2.5 and
Section 4.55 of the Administrative Code, this specification
is descriptive, explanatory and not restrictive. It is not
intended to declare what all of the duties and
responsibilities of any position shall be.**