

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

2/7/86

GRAPHICS SUPERVISOR, 7935

Summary of Duties: Supervises the preparation of graphic illustrations, displays, graphic reproduction layouts, maps, photographic presentations, and drawings; or assists in the supervision of such activities; and does related work.

Distinguishing Features: A Graphics Supervisor has two primary responsibilities. The first is to ensure the effective presentation of ideas through a broad range of artistic, visual, and graphic media. The second is to manage a graphics services section consisting of technical specialists. Such work requires that an incumbent in this class exercise considerable independent, technical judgment, and meet with a wide range of City representatives. Further, a Graphics Supervisor must effectively transmit work requirements, deadlines, priorities, etc., to technical subordinates and ensure that their work is sound. Work is reviewed for suitability of presentations and adherence to department objectives, policies, and goals.

Examples of Duties:

- Supervising technical employees engaged in the development and presentation of visual displays;
- Maintaining liaison with department management and City officials to discuss audio and visual aids used in presentation;
- Developing section policies, standards, procedures, and goals;
- Preparing budget requests;
- Monitoring expense accounts;
- Requisitions materials and supplies;
- Maintains liaison with the City's print shop;
- Attends meetings and assists management in presentations;
- Performs special projects upon request;
- Prepares a variety of reports;
- Supervises the preparation of drawings, posters, sketches, maps, displays, renderings, charts, and graphs used in reports, ordinances, and presentations;
- Coordinates the design layout and preparation of art for publication;
- Employees in this class may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

Knowledge of:

A good knowledge of:

- Principles of design, layout, and color harmony and of the processes, materials, equipment, and supplies used in the preparation of reports, pamphlets, displays, and photographic presentations;
- Media, methods, processes, materials, and techniques used in preparing illustrations and the comparative advantages of each;

A good knowledge of:

- Nomenclature, symbols, methods, practices, techniques, tools, and instruments used in making maps, and preparing films;
- Procedures, requirements and advantages of different methods of reproducing sketches and drawings;
- Laws and regulations related to equal employment opportunity and affirmative action;

A working knowledge of:

- Comparative costs of various audio and visual methods;
- The City’s personnel rules, policies, and procedures;

A general knowledge of:

- Safety techniques and principles;
- Memoranda of understanding as they apply to subordinate personnel.

Ability to:

- Evaluate the quality of layouts, illustrations, film, cartography, and drafting;
- Visualize plans into freehand sketches, maps, and models;
- Supervise technical employees;
- Deal tactfully and effectively with subordinates, other City employees, and the public;
- Skill to perform freehand sketches.

Requirements: Three years of full-time paid experience in art, illustration, layout and publication design, printing, or display work, two years of which must have been supervising art and graphics production in a position at least at the level of Senior Data Illustrator; **or**

Five years of full-time paid experience in art, illustration, layout and publication design, printing, or display work, in a class at least at the level of Graphics Designer.

License: A valid California driver’s license may be required.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

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, responsibilities, and required qualifications of any position shall be.