

JOB DESCRIPTION
San Diego County Office of Education

Supervisor III, Graphics Production

Purpose Statement

The job of Supervisor III, Graphics Production, is done for the purpose/s of planing, organizing, coordinating and managing pre-press and production operations including digital production services; and off-setting printing, mailing operations, wide format, and all operations for Graphic Communication Services; designing effective and aesthetically pleasing written materials; reviewing materials for content and clarity; and ensuring and/or implementing accurate billing/budgeting.

Essential Functions

- Assists SDCOE personnel, and administrators, board members, etc. with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner.
- Communicates with County Office personnel and administrators for the purpose of ensuring accurate production schedules and job status; providing technical expertise and recommendations regarding items requested.
- Coordinates with vendors and suppliers to develop bid specifications for equipment and supplies for all phases of the SDCOE Graphic Communications operations for the purpose of ensuring adequate equipment and supplies are in operation for daily use.
- Designs a variety of items (e.g. annual publications, logos, letterhead, posters, etc.) for the purpose of providing the most effective use of materials.
- Estimates costs for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- Implements departmental policies for the purpose of facilitating appropriate review and approval of all materials.
- Inspects graphic materials for the purpose of verifying the quality of work produced.
- Maintains documents, budgetary information, files and records (e.g. monitoring the annual budget, preparing budget requests, controlling department expenditures and approving purchases, etc.) for the purpose of providing up-to-date reference and audit trail for compliance according to established guidelines.
- Maintains equipment and supplies for the purpose of ensuring availability of equipment in a safe and operating condition.
- Ensures coordination of pre-press, printing and bindery activities, including design and layout specifications.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Produces graphics, signage, and promotional displays for professional presentations for the purpose of ensuring the availability of materials as needed.
- Researches a variety of topics for the purpose of making recommendations and/or providing information to supervisory personnel.

- Researches a variety of topics related to materials, equipment and/or work aids for the purpose of making recommendations for solutions that address specific requirements and/or enhancing overall efficiency of operations.
- Serves as co-lead in the development of the SDCOE Enterprise Content Management Program in consultation with division administrators (e.g. image-processing applications, business process management as well as records and documents management for SDCOE, etc.) for the purpose of establishing procedures and protocols for data migration and validation into the EMC system.
- Supervises the work of the Graphic Production staff for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in profession; performing standard clerical procedures; planning and managing projects; utilizing pertinent software; estimating required resources; performing standard bookkeeping; preparing and maintaining accurate records; preparing working drawings; using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: various position specific information learned on the job; accounting/bookkeeping principles; codes/laws/rules/regulations/policies; concepts of grammar and punctuation; current and emerging technology; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; working under time constraints being attentive to detail; adhering to safety practices; communicating with diverse groups; record keeping; displaying mechanical aptitude; setting priorities; working as part of a team; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed in a clean atmosphere.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Background Clearance

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 38

Personnel Commission Approved: October 19, 2016