

## **PRINTING & GRAPHICS SERVICES SUPERVISOR**

### **DEFINITION OF WORK**

Under general direction, the purpose of this position is to manage the daily operations and long-term planning for the County Printing and Graphics Services Department. Serves as Print Manager where employee plans and prioritizes work; supervises printing technicians engaged in preparing, maintaining, and operating printing, reproduction and bindery equipment; manages shops' resources, including staff, budget, and inventory; serves as graphic designer: performs graphic design service to County agencies to include creating eye-catching publications and displays using graphic design software. Employee manages projects from design stage, to preparing files for printing, and throughout the printing and binding process.

### **EXAMPLES OF WORK**

Personnel management responsibilities include the areas of employee recruitment and selection, staff training, assigning work to, and reviewing performance of Departmental staff, and employee safety training and monitoring. Production responsibilities include: consulting with departments regarding their needs and determining proper design and production procedures to best meet those needs; use of graphic design software to develop effective, eye-catching materials for print or online use including typesetting, illustration, photo editing, color separation and manipulation, layout and pre-press. Employee works with and guides staff to determine best and most cost-effective methods for production. Employee oversees projects during all stages of production for quality-control; serves as keeper of the County's graphic files to maintain uniformity; and consults with and assists the County's Public Information Officer by creating effective graphics for County's marketing materials. Employee also has budgeting and purchasing responsibilities which include preparing annual Departmental budget; obtaining pricing from vendors; placing orders; receiving invoices and reconciling payment of the invoice and submitting for payment; responsible for all Departmental expenditures; and billing out to each department for items printed, and reporting of all billing and departmental assets and equipment to County Auditor. Employee performs related work as required.

### **EMPLOYMENT STANDARDS**

#### **Education and Experience:**

Associate's degree in Commercial Art, Graphic Design, Print Management, or a related field and five years' experience in either a graphic design for offset print media setting, an offset printing facility, or equivalent; or an equivalent combination of education and experience.

#### **Knowledge, Skills, and Abilities:**

Considerable knowledge of: the methods, procedures and policies of Cumberland County as pertains to the performance of the essential duties of Printing and Reproduction Supervisor; to include: preparing, monitoring and controlling departmental budget; prioritizing, scheduling and assigning department work requests and projects and quality control during all stages of production; employee hiring, training, performance monitoring and evaluating; employee safety enforcement. Demonstrated knowledge and ability to create effective, eye-catching marketing materials for print and online use to include graphic design, typesetting, file manipulation, color separation and preparing files for offset printing; the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position: the organization of the department and of related departments and agencies; and the occupational hazards and

safety precautions required to perform the essential functions of the work. Ability to establish and maintain cooperative and effective working relationships.

### **SPECIAL REQUIREMENTS**

Management prefers prior lead-worker/supervisory experience.

Some positions within classification may require a valid North Carolina driver's license. Background check with local law enforcement agency required. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Requires the ability to perform coordinated movements involving placing and turning motions, such as keyboarding, using graphic design equipment, and operating printing, bindery and reproduction equipment. Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Tasks may risk exposure to noise, dust, odor and toxic agents or chemicals.

### **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-75 pounds).