

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

GRAPHIC ARTS DESIGNER SUPERVISOR

POSITION CODE: 17365
Effective: 09-01-09

DISTINGUISHING FEATURES OF WORK:

Under general direction, manages an agency graphic arts department and serves as a working supervisor of subordinate Graphic Arts Designers, Technicians and related staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises subordinate Graphic Arts Designer and/or Graphic Arts Technician staff in graphics production in an agency; assigns work to appropriate personnel, reviews subordinates' work. evaluates performance, prepares, conducts, and signs performance evaluations.
2. Plans, prioritizes and coordinates graphics section activities in order to make the most efficient use of available personnel, equipment and materials for the most effective realization of agency goals and needs; plans and participates in policy and program decisions which will involve graphic arts needs; determines the need for contract artists, designers, illustrators or photographers to assist in accomplishing project requirements; prepares project budgets including contracted work and printing and materials costs; insures contracted work meets acceptable standards; supervises projects from conception to completion and assures time and budgetary restrictions are adhered to; prepares specifications accompanying materials sent to vendors; coordinates work of printers, editors, authors, publications office, artists and designers, subordinate employees and others in order to produce high visual quality materials; adapts methods and procedures for graphics production in light of new developments, deadlines and work schedules.
3. Advises agency clients on graphics; keeps subordinates current on state-of-the-art in graphics with respect to software, hardware, techniques, and materials through publications, seminars and other appropriate in-service means.
4. Personally performs a wide variety of actual hands-on graphics work in order to maintain individual skill and familiarity with graphics work.
5. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

GRAPHIC ARTS DESIGNER SUPERVISOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to four years of college, with a concentration in art and three years' professional experience in art or graphics.

Knowledge, Skills and Abilities

Requires thorough knowledge of visual design, layout and presentation.

Requires extensive knowledge of appropriate software to effectively create graphic arts products.

Requires extensive knowledge of agency programs, policies, services and operations.

Requires working knowledge of Comptroller's regulations for contracts, leasing and bidding processes.

Requires ability to effectively supervise subordinates.

Requires ability to prioritize, schedule and plan various graphic arts projects to achieve optimum service for the agency.

Requires ability to operate a personal computer.

Requires ability to communicate with clients unfamiliar with graphics concerning graphics program requirements and capabilities.

Requires ability to prepare reports, correspondence and record keeping.

Requires ability to analyze, edit and revise graphics material prepared by others.