

<i>Code: 7501</i> <i>Title: GRAPHIC SERVICES DIRECTOR</i>
--

SUMMARY: Directs the creation, reproduction and distribution of graphic design materials, to include electronic media and printing/reproduction services in direct support of Pima County departments and agencies, through the Graphic Design and Graphic Production divisions. This is appointed, unclassified and exempt from the provisions of the Merit System Rules and reports to a Deputy County Administrator.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Directs the activities and staff of the Graphic Design and Graphic Production functional areas;
Assesses client requests for graphic arts/printing/reproduction services and assigns work to staff directly or through designated supervisors;
Coordinates Graphic Services' participation in specialized projects of other county departments, the County Administrator and the Board of Supervisors;
Develops in-house bids for major county illustration/reproduction projects and participates in the review and approval of required contracts and agreements;
Develops, implements and evaluates technical, operational and administrative processes for providing timely, cost-effective service to departmental clients;
Develops and administers the department's budgets, to include cost-recovery and charge-back actions to Departments and agencies for services and products provided;
Develops Requests For Proposals (RFP) for printing, other reproduction and service contracts for the department and other county departments and agencies, and evaluates submissions;
Makes recommendations for the acceptance/rejection/modification of printing, reproduction and service contracts and monitors contractor compliance with awarded contracts;
Keeps abreast of new technologies and resources for the creation and reproduction of illustrative materials, printing technology, and computer-based resources and applications;
Researches, prepares and submits routine, recurring and special reports of activities;
May directly participate in the design and production of original art work, illustrations, graphics, charts, displays, brochures, booklets and reports to meet client needs;
May design, illustrate and construct complex and varied visual aids and models.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of graphic design, illustration and printing/reproduction processes;
- principles and practices of electronic media design, to include Internet/Intranet applications;
- principles and practices of effective public relations relative to use of graphic arts materials;
- various means of art reproduction including printing processes, photography, photo manipulation and video production and editing;
- principles and practices of public sector budget development, monitoring and management;
- principles and practices of county contracting processes;
- county administrative and fiscal monitoring and management systems;
- principles and practices of effective staff supervision, training, evaluation and management;
- principles and techniques of evaluating operations, policies and procedures and development and implementation of cost-effective remedies to problems encountered;
- capabilities of computer-based systems used in departmental administrative and technical activities;
- industrial and safety hazards found in a graphic arts and printing/reproduction services environment and appropriate means to avoid, minimize and control hazards and hazardous materials;

- local area graphic arts and printing/reproduction resources.

Skill in:

- assessing client requests for services/products and determining the most cost-effective means of meeting demands;
- development and management of budget and fiscal activities affecting area of assignment;
- assessing new technologies and materials for cost-effective utilization in the graphic arts/printing/reproduction functional areas;
- project management;
- overseeing, coordinating or directly supervising efforts of professional, technical and support staff;
- identifying needed organizational or operational changes and developing and implementing cost-effective alternatives;
- training, or coordinating provision of training, for staff in technical and supervisory/managerial topics;
- use of departmental computer resources for administrative and technical functions;
- communicating effectively.

DESIRED QUALIFICATIONS:

Five years of experience in the management or supervision of a graphic arts production and/or printing/reproduction services activity. Typically, an Associate's, Bachelor's or Master's degree from an accredited college or university in graphic arts, graphic design, commercial or fine art or printing technology may be substituted for three years of the desired experience.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Class D Arizona driver's license at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: This is an appointed, unclassified and is exempt from the Merit System Rules.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.