

GRAPHIC SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position has the responsibility for planning, coordinating and supervising the work concerned with the production of printed publications, display materials, maps and charts prepared by the County Planning Department and for overseeing other non-professional supporting activities relating to Department programs. The work is performed under general supervision of the Commissioner of Planning with specific assignments at times received from members of the professional planning staff. The incumbent must exercise considerable judgment in deciding on the details of projects for which he/she is responsible and in their supervision while in progress. Supervision is exercised over the work of a number of Graphic Artists, Associate Graphic Artists and Planning Aides engaged in preparation of a variety of research, clerical and graphics activities.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and coordinates the preparation of a variety of drafting and graphics projects such as display materials, maps and illustrative sections of printed reports and publications;
- Confers with operating agency personnel and printers on methods to be used for specific projects;
- Supervises and assists in the preparation of illustrative exhibits for specialized planning studies, such as display and flip charts, graphics and transparencies for overhead projectors;
- Is responsible for the maintenance of maps and graphics files resource material and a variety of other information;
- Supervises routine studies and surveys, the tabulation of data and the preparation of reports related to graphics and printing functions;
- Orders graphic and drafting supplies and materials and maintains an appropriate stock level for the unit;
- May operate an Ozalid or white printer to reproduce graphics or planning prints for the public;
- Is responsible for the preparation and maintenance of records and reports on Department activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of tools, terminology, methods and uses of equipment in preparation of graphics, illustrative and printed materials; good knowledge of the lay-out, drafting and reproduction of maps, charts and graphics related to a variety of planning projects; good knowledge of research and statistical survey methods and principles as related to community planning; ability to plan and supervise translation of ideas and rough sketches into finished graphics projects; ability to follow moderately complex oral and written directions; supervisory ability; good motor and hand eye coordination; accuracy; good physical condition.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two (2) year college or university with an Associate Degree in art, fine art, graphic art, design, studio art, commercial art, architectural technology or closely related field which included both manual and computer assisted design techniques and three (3) years of experience in a position involving graphic illustration, graphic design or commercial art; **OR**
- (B) Graduation from high school or possession of an equivalency diploma and four (4) years of experience in a position involving graphic illustrations, graphic design or commercial art including both manual and computer assisted design techniques; **OR**
- (C) An equivalent combination of training and experience as defined by the by the limits of (A) and (B) above.