



Office of Human Resources  
Graphics Supervisor -CJ3430  
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### General Statement of Duties

Performs first-line supervision work over employees in the operations of a full service signage shop or printing facility.

### Distinguishing Characteristics

The Graphics Shop Supervisor is distinguished from the Operations Supervisor, which supervises non-supervisory and/or working supervisory employees involved in the operation, construction, maintenance and/or repair of City facilities and infrastructure or in the collection and disposal of solid waste.

### Essential Duties

Supervise the daily operations of a full-service signage shop or printing facility.

Implements safety standards and develops procedures to ensure compliance.

Establishes new design standards and/or signage systems, and/or the production of a variety of visual materials.

Develops/modifies work plans, methods/procedures, determines work priorities and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation.

Assigns and distributes work, reviews work for accuracy, completeness, and timeliness and returns assignments with recommendations/feedback for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves work problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal/informal employee grievances and prepares written responses.

Prepares and presents budget recommendations for approval; adjust work plans/activities as necessary.

By position, maintains the existing design standards of engineering, within federal/local government guidelines and incorporates general trade practices for signage.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals

Influencing - Collaborates with, persuades and influences others.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

### **Knowledge & Skills**

Knowledge of general trade practices and traffic codes sufficient to be able to design and fabricate pedestrian, vehicular, and airfield signage.

### **Level of Supervision Exercised**

Supervises two or more full-time employees who do not supervise.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of experience designing and fabricating signs or three years of printing experience of which of two years must be experience in operating a variety of printing, copying and bindery equipment and familiarity with production scheduling.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Potential exposure to odorous chemicals.  
Subject to varying and unpredictable situations.

Subject to many interruptions.  
Subject to traffic, roadways, and pedestrians.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color vision: Ability to distinguish and identify different colors.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Standing: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: EX-07**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date: 5/7/2023**  
**Revised By: AD**  
**Class History: 5/7/2023- Title and pay grade changed as a result of CN1769.**