

Graphic Arts Supervisor

Position Details

Class Code: 1030

Job Family: Visual/Printed Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, directs, and supervises the operation of graphic design, offset graphic reproduction and digital imaging units, marketing, and overall general graphic arts operations.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages reproduction jobs including bindery, reproduction, printing, duplicating, outsourcing, designing (design and concept), newsletters, books, pamphlets, work orders, monthly periodic rates, etc.
2. Analyzes, plans, and schedules work assignments to accomplish efficient unit operation; makes recommendations for operational improvements to offset printing, digital imaging, duplication, binding, designing, photographing, centralized forms management (printed and electronic on-line, production, and maintenance), and outsourcing.
3. Supervises training process of personnel.
4. Advises administrators, principals, and other district personnel on formatting, reproduction methods, and copy preparation procedures.
5. Prepares budget proposals for appropriate units each fiscal year; monitors department budget.

6. Prepares and assigns charges and distribution of costs for completed work of various projects; maintains monthly project records and prepares reports, as needed.
 7. Analyses effectiveness and utilization of equipment; identifies obsolete equipment and makes upgrade/replacement recommendations; assigns preventive maintenance schedules; outsources special repairs.
 8. Supervises shop inventories and requisitions materials and supplies.
 9. Responsible for shop training, safety practices, and procedures.
 10. Responsible for the safe handling and disposal of hazardous materials.
 11. Assists in the interview and selection of new subordinate personnel.
 12. Provides input for the evaluation of assigned staff.
 13. Conforms to safety standards, as prescribed.
 14. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves responsibility for planning, managing, and supervising the operations of a large multi-shift Graphic Arts Center.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of the work and equipment of a graphic arts center.
2. Knowledge of prepress, press, and post press operations, graphic design, and electronic forms.
3. Knowledge of computerized applications of production and project tracking.
4. Knowledge of business and project management skills.
5. Ability to develop marketing strategies.
6. Ability to develop, learn, and apply procedures.
7. Ability to meet predetermined deadlines.
8. Ability to initiate flexible action to accomplish work.
9. Ability to read and interpret written and verbal instructions.
10. Ability to keep abreast of changing technologies in the graphic arts field.
11. Ability to train, supervise, and evaluate employees.
12. Ability to work flexible hours or shifts.
13. Ability to work cooperatively with, employees, vendors, suppliers, and the public.
14. Ability to recognize and report hazards and apply safe work methods.

15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc).
2. Ten (10) years of experience in a large print-related graphic arts service, which includes prepress, graphic design, digital imaging, and/or offset printing.
3. Five (5) years of supervisory experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - schools and administrative offices/departments.

Work Environment

Strength

Medium - exert force of 20 to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to

communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Offset press, process camera, film processor, computers, printers, scanners, collator, paper cutter, laminator, telephones, calculators, copy machines, fax machines, various hand tools, cleaning solvents, telephones, filing cabinets/equipment etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/09/23
- Created: 06/01/89