



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## GRAPHIC DESIGN TEAM MANAGER

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| <b>Group-Section:</b> Business<br>Technology Group - Business<br>Services Section | <b>FLSA Status:</b> Exempt<br><b>Bargaining Unit:</b> MAPA | <b>Salary Grade:</b> 058<br><b>Job #:</b> TM023 |
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### JOB SUMMARY

Responsible for managing and supervising Metropolitan's centralized graphic communication service. Areas of responsibility include all phases of desktop publishing and design and press-ready artwork using traditional and/or digital media; commercial art and technical illustration; and web development and maintenance.

### OVERSIGHT

**Oversight Received:** Receives direction from the Document Services Unit Manager.

**Oversight Given:** Manages and supervises technicians, paraprofessionals, and administrative support.

### JOB DUTIES

1. Manages staff who provide customers with needs assessment, art direction, and consultation, price estimates, and production schedules; produces press ready artwork using current computer technology; operates scanning equipment to capture images and/or text for page production; outputs processed files to various print devices; and prepares associated art production forms.
2. Provides technical expertise in converting complex statistical and engineering data to graphic representation; supervises the development of special or unusually complex technical illustrations to ensure that the appropriate level of graphic technical sophistication; manages, monitors, and maintains a formal file archival system, a workload tracking and analysis system, and a functioning graphic production computing environment.
3. Conducts cost and benefit analysis for equipment, materials and supplies; assesses the financial impact of process or technology changes; approves the acquisition of new hardware and software related to production of electronic publishing, typesetting, printing, and communication materials; manages outsource vendor resources, monitors their performance and ensures compliance with service standards; tracks production progress; and controls quality of output.
4. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; monitors adherence to quality standards and accuracy of results; and assesses employees' competencies, conducts training, and develops training plans.
5. Develops team goals, long and intermediate term strategies, priorities, and all reengineering efforts; develops a business plan that ensures the accomplishment of the team goals; tracks team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.

6. Writes and directs the preparation of a variety of reports and makes presentations for management, committees, or other interested or involved parties.
7. Develops team operating methods and procedures; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures.
8. Performs other duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or general education development test and fourteen years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an associate's degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or a bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Operations, services, and activities of a graphic design studio or program; production press-ready artwork; specialized computer hardware and software applications, peripheral devices, and equipment used in graphic design and production; management and supervisory concepts and techniques; budgetary practices, concepts, and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; and trends and emerging technologies of graphic systems and communications materials.

**Required Skills and Abilities to:** Manage a diverse work force; plan, organize, and review the work of team members; encourage and facilitate cooperation; mentor, develop, and motivate staff; develop team goals and priorities; exercise judgment and discretion; provide strong customer service; effectively analyze issues and problems; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, consultants, contractors, and vendors; use graphic and page composition applications applicable to the team's current computing environment; use standard business applications; direct an effective organization-wide graphic design function; and foster creative ideas and products to meet customer needs and vision.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

Job Title: Graphic Design Team Manager

Job Code: TM023

Adopted: 04/07/05

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**Licenses**

- Valid California Class C Driver License

**Registrations**

- None

**DESIRABLE QUALIFICATIONS**

None

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements