

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Graphics Supervisor**

Dept: **Community Relations and Graphics**

Job Code Number: **10483**

Reports to: **Director of Community Relations & Marketing**

Grade Number: **17, Represented**

Effective Date: **January 2010**

FLSA Status: **Exempt**

General Position Summary:

Provide daily direction for the graphics and printing operations including, monitoring workflow and ensuring that production deadlines are met and quality standards are maintained. Provide supervision, training and performance review of assigned personnel. Promote team collaboration and best use of staff capabilities. Position is responsible for the layout and design of all graphic materials. Incumbent acts as liaison with outside vendors to ensure quality control.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Design and produce full color original illustrations and print materials for all branded and system-wide promotional programs.
2. Obtain bid work and secure outside contracting services as needed. Work with purchasing for bids that require an RFP process.
3. Oversee the workflow and quality of the graphics department. Serve as direct contact for vendors regarding technical information.
4. Assist KCLS staff with computer troubleshooting for MacIntosh and PC systems.
5. Provide instruction and assistance to KCLS staff to ensure understanding of Brand Management and KCLS standards for promotional materials.
6. Direct and oversee the ordering, installation and configuration of new computers, monitors, software and peripherals for department.
7. Maintain computer files and organize work area.
8. Responsible for budget tracking within graphics department.
9. Selects, trains, supervises and schedules subordinate staff in compliance with all KCLS policies, procedures and systems.
10. Conducts performance evaluations of direct subordinates, writes formal evaluations and reviews with individual employee, clarifies performance expectations and initiates appropriate actions as required including coaching and development.

Secondary Duties:

1. Perform other related duties as required or as assigned.

Communication:

The position has continuous contacts with department and KCLS staff and outside vendors and contractors. Occasionally has contact with patrons. Contacts seldom contain confidential or sensitive information.

Initiative:

The position is responsible for developing policies and procedures that apply to department. The position is responsible for solving problems that effect the department and is frequently required to develop and implement new programs, services and concepts that enhance the goals and objectives of the department and the customers it serves. The position involves a high degree of complexity considering the variety of demands placed on it, the nature of problems encountered and the need to interact with a variety of personalities. The position encounters frequent new and varied work situations and operates under moderate supervision. Decisions typically made within general organizational policy constraints and guidelines.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position forecasts needs and develops and implements plans that effect not only the department but also those being served. Decisions typically effect the department and a limited number of other work units. Some decisions may have a broad and far-reaching impact across KCLS. Work is occasionally checked by the Director.. This position has some influence on library finances due to the system wide nature of the areas of its programs. It is also responsible for the prudent use of library assets.

Leadership:

The position is responsible for mentoring as a manager and is responsible for role modeling and promoting organizational values within the department and as a representative of KCLS.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Graphic Arts, Computer Graphics, Communications or a related field.
- Two to four years of graphic arts experience.

Necessary Knowledge, Ability and Skills:

- Extensive knowledge of computer systems used for graphic design.
- Thorough knowledge of graphic design techniques.
- Extensive knowledge of materials and methods of reproduction.
- Considerable knowledge of multi-media presentations.
- Considerable knowledge of press equipment.
- Considerable knowledge of the principles and practices of supervision.

Ability to:

- Create original art.
- Effectively manage employees and to maximize their productivity and potential.
- Manage several projects at once and adapt to changing needs.
- Use diplomacy and tact to establish and maintain relationships with internal customers, subordinates and vendors.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Manage time to maximize productivity.
- Evaluate problems and find cost effective solutions.
- Anticipate future problems and plan for their correction.

Skill in:

- Assessing situations/problems and logically finding solutions.
- The use of computer software and hardware.
- Listening to, understanding and interpreting the needs of staff.
- Establishing and maintaining good customer relations.
- Negotiating and administering contracts for outside services.
- Providing positive leadership to the workforce.
- Effective presentations.

**SPECIAL REQUIREMENTS**

Not applicable.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## WORK ENVIRONMENT

Work is performed in an office environment. Work involves constant sitting, extensive close work, and extensive use of a PC monitor.

### Advancement Possibilities:

Director of Community Relations and Marketing

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR

Final: 7/31/01  
Revised: 2009-11-27