

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

GRAPHIC COMMUNICATIONS MANAGER - 1347

DEFINITION:

Under direction, to plan, coordinate, and direct, through subordinate supervisors, graphic communications activities including graphic design services, mapping and noticing services, word processing, and printing; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Through subordinate supervisors, coordinates centralized graphic communications services including graphic design, mapping and noticing, quick print, word processing, and related clerical support functions;
- Coordinates with departmental personnel to determine the level and type of graphic communication services required;
- Coordinates with City print shop to schedule and prioritize printing services;
- Evaluates current services and recommends more effective graphic communication methods;
- Coordinates with vendors for contracted services;
- Evaluates new graphics, audio visual, and related graphic communication systems and equipment;
- Establishes production priorities of various graphic communication activities;
- Prepares reports on budget and staffing requirements;
- Trains and rates the work performance of subordinate employees.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Bachelor's Degree in Commercial or Graphic Arts, Graphic Design, Multimedia Technology/Production, Graphic Communications Management/Production, Electronic Publishing, Television and Film Communication, or a closely related field, **AND** two years of full-time diversified experience in multimedia production, graphic, or commercial art and/or enterprise-wide publication. Possession of a valid California Class C Driver License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**