

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Graphics Supervisor**

Dept: **Graphics and Printing**

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

Effective Date: **Revised January 2019**

Job Code Number: **10483**

Grade Number: **17, Represented**

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.

Core Competencies:

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Ethics, Values and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills and/or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Vision and Strategic Thinking

Supports, promotes, and ensures alignment with the organization's vision, mission, and values; holds big picture view while setting priorities, often uses breakthrough strategies to find the way forward.

Adaptability and Flexibility

Adapts and adjusts comfortably to changing or different situations, conditions, and work responsibilities in ways that still result in productive performance.

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.

SPECIAL REQUIREMENTS

None.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using fingers in conjunction with handling and frequent keyboarding, this computer work may be repetitive up to frequently. Constantly sits and will occasional stands and walks. Will frequently reach up to chest level with hands and arms. Neck rotation may be up to frequent to use multiple monitors. The employee will occasionally lift to 10 pounds and seldom up to 20 pounds and seldom push/pull carts using light force.

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