

Job Description

Position Title: Manager, Graphic and Design Services

Job Group: Media and Digital Media Production

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Manager, Graphic and Design Services designs and produces College media. Represents College marketing efforts and oversees printing operations. Consults and develops graphic materials and maintains College branding. Performs art direction and oversees visual design. Maintains college branding and identity standards.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supports College marketing material through print and digital media. Ensures media maintains college branding and identity standards and supports the college's marketing efforts. Complies with Americans with Disabilities (ADA) standards in media production.
2. Oversees daily operations for the department. Manages budgets and maintains internal and external service contracts.
3. Makes hiring recommendations, prioritizes and assigns work, manages training, and conducts performance evaluations.
4. Provides art direction and graphic design support. Oversees layout, photography, and illustration for media production.
5. Analyzes incoming work and schedules meetings with clients for additional direction; makes estimates and recommendations to best fulfill client requests.
6. Ensures employees have adequate equipment, supplies, training, and support to complete projects.
7. Balances the workload to ensure work is completed on schedule.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of internal and external customer service principles and practices

3. Knowledge of managerial and supervisory skills
4. Knowledge and application of organizational and time management principles
5. Skill in effective communication (both written and oral)
6. Skill in people leadership and supervision
7. Skill in budget/resource management
8. Ability to apply effective written and verbal communication skills
9. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Graphic Design or a closely related field of study required.
 - Master's degree in Marketing or a closely related field of study preferred.
 - Three (3) to Five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred.
 - One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening or weekend work duties
- Pre-employment Background Check Required