



**Code: 5753**

Family: Public Relations and Creative Arts  
Service: Operation and Construction  
Group: Engineering, Designing, and Structural  
Series: Drafting and General Design

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## **CLASS TITLE: GRAPHIC ARTS AND REPRODUCTION SUPERVISOR**

### **CHARACTERISTICS OF THE CLASS**

Under direction, supervises the activities of staff engaged in the graphic design and reproduction of materials for the Chicago Public Library or the Department of Aviation, and performs related duties as required

### **ESSENTIAL DUTIES**

- Oversees the graphic design and production of departmental print, web, social media and digital advertising
- Confers with requestors to determine project design scope, style, presentation concept, time schedule and other project requirements
- Reviews, approves, and prioritizes graphic design and reproduction requests from department divisions
- Ensures quality control of design and print work ensuring materials adhere to departmental, City and industry standards
- Functions as the lead designer for marketing campaigns
- Develops and implements design and production standards to ensure quality of work products
- Reviews completed projects to assess overall artistic quality of artwork, layout and design
- Plans, assigns, supervises, and evaluates the work of division staff
- Trains and instructs staff in advanced graphic and printing techniques
- Develops and designs promotional materials
- Maintains and catalogs department collateral
- Coordinates the scheduling of Photographers for department special events
- Oversees the selection, procurement and maintenance of division inventory, supplies and equipment
- Prepares, manages and monitors the division's budget

Keeps abreast of new technology and trends and keeps management apprised

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Graphic Arts or a directly related field plus five years of work experience in graphic design or commercial artwork of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment
- Reprographics/photocopier high volume production environment
- Exposure to fumes, dust, and loud noise

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, mobile devices, calculator)
- Computers and standard productivity suites (e.g., personal computer, hand-held computer, Microsoft Office Suite, Adobe Creative Suite software)
- Bindery equipment and devices (e.g., large scale, laminator, glue/wax machine, dry mount press)

**PHYSICAL REQUIREMENTS**

- None

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*graphic design and commercial art principles, practices and techniques
- \*principles, tools, techniques and software pertaining to art media and graphics
- \*applicable computer software packages
- \*publication design and printing methods

Moderate knowledge of:

- inventory procedures
- applicable city departments, services and programs

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- \*TIME MANAGEMENT – Manage one’s own time or the time of others

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

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- WRITE - Communicate information and ideas in writing so others will understand
- VISUALIZE – Imagine how something will look after it is moved around or when its parts are moved or rearranged
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2024