

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Supervisor II, Graphics Production**

**Purpose Statement**

The Supervisor II, Graphics Production, is responsible for supervising, organizing, and managing daily operations for pre-press and production, including digital production services; estimating production costs; and providing training to and overseeing the work of assigned Graphics Production staff.

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**Diversity Statement**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

**Essential Functions**

- Supervises and oversees printing, electronic document preparation, and production schedules, including, sign making, framing, finishing, and binding operations.
- Assists SDCOE and school district personnel, with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner.
- Communicates with County Office personnel and administrators for the purpose of ensuring accurate production schedules and job status; providing technical expertise and recommendations regarding items requested.
- Evaluates a variety of items (e.g. annual publications, logos, letterhead, posters, etc.) for the purpose of providing the most effective use of materials.
- Estimates costs for the purpose of providing necessary information for making decisions and/or taking appropriate action.
- Implements departmental policies for the purpose of facilitating appropriate review and approval of all materials.
- Inspects graphic materials for the purpose of verifying the quality of work produced.
- Maintains equipment and supplies for the purpose of ensuring availability of equipment in a safe and operating condition.
- Ensures coordination of pre-press, printing and bindery activities, including design and layout specifications.

- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Produces graphics, signage, and promotional displays for professional presentations for the purpose of ensuring the availability of materials as needed.
- Researches a variety of topics related to materials, equipment and/or work aids for the purpose of making recommendations for solutions that address specific requirements and/or enhancing overall efficiency of operations.
- Supervises and evaluates the work of assigned Graphic Production staff for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.
- Provides training to Graphic Production staff on digital printing equipment, graphics software, printing software, workplace safety, and related topics.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements:**

**Knowledge of:**

Human centered and socially conscious leadership;

Equipment and supply needs in a printing and bindery environment:

Safety, operation, and maintenance practices in a reprographics environment:

Computer graphic design programs and publishing software including Adobe InDesign, Photoshop, Illustrator, and Acrobat for use in digital printing and electronic documents:

Microsoft Office software including Excel, Word, Outlook, Power Point, and Publisher;

Interpersonal skills using tact, patience, and courtesy.

**Ability to:**

Promote a human-centered culture that elevates the strengths of others, creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Provide high-quality customer service to the clients of the Graphics Production department;

**Operate computerized equipment and graphics software to produce and prepare documentation and other materials for publication;**

Communicate with clients to plan, design and layout text and artwork for final output;

Operate a variety of computer, scanning, printing, and processing equipment;

Utilize and maintain hardware and software in proper operating condition;  
Perform multi-tasking with complex and varied tasks;  
Learn new software programs, graphic trends and style guides used in the department;  
Prioritize and schedule work of assigned staff;  
Meet project schedules and time lines;  
Work independently with little direction.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed in a clean atmosphere.

Experience: Four years of work experience in the operation of digital graphic design and printing production.

Education: High school diploma or equivalent document.

Equivalency: A combination of education and experience equivalent to a high school diploma and four years of experience in the operation of digital graphic design and printing production.

Required Testing

N/A

Certificates

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Background Clearance

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA Status: Exempt

Salary Range: Classified Management Grade 034

**Personnel Commission Approved: April 16, 2025**