

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Graphics Designer</b>	<b>Class Code:</b>	<b>30802</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>H</b>
<b>Supplemental/Code:</b>	<b>Professional/2</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	<b>10/01/14</b>

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**Position Purpose**

As a graphic design supervisor, plans, develops, implements and manages the function of providing graphic design services for exhibits, publications, presentations or events to facilitate City-wide services or departmental function more effectively.

**Essential Functions**

1. Plans and implements policies and procedures regarding productivity, capability, equipment and control in the graphics section to ensure maximum utilization of graphic services rendered.
2. Trains personnel in the use of materials and equipment to ensure maximum utilization of resources.
3. Oversees supply inventory control, reordering, and maintenance of equipment to maintain the optimum level of materials and equipment for the department.
4. Regular, reliable and punctual attendance is an essential function of the job.

**Performed Depending on Location**

5. Manages and supervises staff in providing graphic services in the installation and dismantling of exhibits including the design, trafficking and production of all graphics and printed materials to ensure exhibits are effectively scheduled and conducted.
6. Manages and supervises staff in providing artistic and technical services to a large and diverse user group to ensure compliance with legal requirements.
7. Designs and facilitates publications, signage and exhibitions to promote public use of City services or to promote new programs.
8. Plans, prepares and monitors annual budget of the Graphics Section to ensure that the budgetary needs of the Section are met.
9. Coordinates with vendors, developers, property owners, City Attorney's Office, and City Secretary's Office to provide technical information to comply with legal requirements.
10. Negotiates contracts with outside vendors such as printers, photographers and illustrators to get the best price for services provided.

**Knowledge, Skills and Abilities Required to Perform Work Depending on Location**

Knowledge of computer graphic design.

Knowledge of art work processes, display set-ups, graphic art, and related artistic techniques.

Knowledge of management and supervisory principles and practices.

Ability to research the advertising needs of various civic, scientific, technical or professional interest groups.

Ability to organize own work and coordinate the work of subordinates.

Ability to execute original art work including posters, brochures, and signs.

Ability to use hand and power tools safely.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

**Working Conditions and Hazards**

Works in normal office conditions.

Occasionally subject to injury from hand or power tools.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.