

**CLASS TITLE: GRAPHIC-MAKE READY SUPERVISOR
(ADULT CORRECTIONAL INSTITUTIONS)**

**Class code: 02352400
Pay Grade: 22A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to be responsible for graphic-make ready operations and activities; to supervise and train other staff members and/or assigned inmates in the performance of a variety of graphic-make ready activities; and to do related work as required.

SUPERVISION RECEIVED: Receives work assignments from a superior with considerable latitude in the exercise of independent judgment in the application of the practices and techniques of the trade; work is usually reviewed upon completion for results obtained.

SUPERVISION EXERCISED: Supervises and trains other staff members and/or assigned inmates.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to be responsible for graphic-make ready operations and activities including design, layout, copy preparation, the development of photographic negatives and sign and print make ready.

To supervise and train other staff members and/or assigned inmates in the performance of a variety of such graphic-make ready activities as: preparing sign and print make ready; screen cutting and photographic screen making; preparing copy; developing negatives; type heading preparation; developing printing plates; and in the use of various photographic and darkroom procedures relating to sign and printing techniques and practices.

To supervise the care and maintenance of variety of equipment, tools and supplies used in various graphic-make ready activities.

To prepare regular and special reports; and maintain records and files.

To direct and maintain proper security, key and tool control.

To make cost estimates of materials and labor for graphic-make ready services.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of, as well as the materials, tools and photographic equipment used in, graphic-make ready processes and the ability to apply such knowledge and related skills in the preparation of sign and print make ready, silk screen preparation and cutting, photographic screen making, copy preparation, developing negatives, type heading preparation, and developing printing plates; the ability to set up and operate various types of cameras and developers used in graphic-make ready operations; possession of demonstrated skills in designing, layout, lettering, printing, screen cutting and photographic screen harmonizing; the ability to provide care and maintenance of a variety of equipment, tools and supplies used in graphic-make ready activities; the ability to plan, layout, and coordinate the work of others as well as provide supervision and requisite training skills; the ability to prepare reports and maintain records and files; the ability to make cost estimates of materials and labor; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school supplemented by successful completion of courses in graphic art or graphic design, including the basic elements of photography, from a vocational school, art institute, or trade school; and

Experience: Such as may have been gained through: employment as a graphic design or graphic art technician; or, employment in a position involving the application of basic graphic design or graphic art principles, practices and techniques.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 26, 1987

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