

Job Description

Position Title: Director of Graphic and Design Services

Job Family: Marketing & Communications

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Director of Graphic and Design Services provides creative and strategic direction over the development and implementation of College media that represent and support the College's internal and external marketing and communication efforts, ensuring that materials reflect established brand and identity standards. The Director of Graphic and Design Services interacts with a variety of College departments, Chancellor's Office and senior leadership consulting on project planning, evaluating appropriate media, recommending cost-effective solutions, setting objective campaign goals and metrics and coordinating and executing steps to ensure project completion.

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. Provides strategic and creative vision over departmental design work.
2. Oversees the Department Manager in managing and implementing departmental projects.
3. Prioritizes and assigns work, ensures staff training, conducts performance evaluations, and makes hiring, termination, disciplinary recommendations.
4. Directs department budget development and execution. Develops and monitors budgeting processes, financial forecasting and compliance with fiscal policies, procedures, and guidelines, negotiates contracts with vendors.
5. Develops and manages communication strategy and tactics with Marketing, External Relations, Events and the Chancellor's Office.
6. Interacts with Deans and Senior Management supporting the creative direction on departmental needs.
7. Administers, evaluates and reviews potential creative projects that impact overall perception of the College by students, external stakeholders and the community.
8. Develops and supervises the production of community and external presentations for the Chancellor and senior leadership.
9. Participates in External Relations leadership meetings.
10. Establishes, implements, and oversees department policies and procedures.
11. 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 regulatory compliance principles and practices
3. Knowledge and application of organizational and time management principles
4. Knowledge of principles and methods for promoting programs and services
5. Knowledge of internal and external customer service principles and practices
6. Knowledge of project management principles
7. Skill in analyzing data and drawing conclusions
8. Skill in budget/resource management
9. Skill in effective communication (both written and oral)
10. Skill in independent decision making
11. Skill in people leadership and supervision
12. Skill in performing a variety of duties, often changing from one task to another of a different nature
13. Skill in problem solving
14. Skill in program development and process improvement
15. Skill in public speaking
16. Ability to adapt and maintain professional composure in emergent and crisis situations
17. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
18. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training, and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

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:** Position 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.
- **Governance, Institutional Policy, and Legislation:** Position allows for impacting the guidelines that determine how the College operates.
- **Student Success:** Position allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Position provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Position allows for taking part 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 Marketing, Design or a closely related field of study required.
 - Master's degree in Marketing, Design or a closely related field of study required.
 - Five (5) to eight (8) years of related experience in marketing or design required.
 - More than eight (8) years of related experience in marketing or design required.
 - 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 a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively 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:

- Pre-employment Background Check Required
- Works evenings and weekends
- Current Arizona Driver's License Required