



City of Los Angeles

A great place for a career

City of Los Angeles Personnel Department

per.lacity.org

GRAPHICS SUPERVISOR

Class Code: 7935

Open Date: 05-30-14

ANNUAL SALARY

\$76,128 to \$111,332 and \$80,388 to \$117,554.

The salary in the Department of Water and Power is \$94,001 to \$116,781.

NOTE:

For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.

DUTIES

A Graphics Supervisor supervises the preparation of graphic illustrations, displays, graphic reproduction layouts, maps, photographic presentations, and drawings; or assists in the supervision of such activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; and fulfills equal employment opportunity responsibilities.

REQUIREMENT

Four years of full-time paid experience with the City of Los Angeles as a Graphics Designer or in a class at least at that level which provides experience in art, illustration, layout and publication design, printing or display work.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, JUNE 12, 2014.**

SELECTION PROCESS

Examination Weight: Interview 100%

The examination score will be based entirely on the interview. In the interview, emphasis may be placed on the adequacy of the candidate's experience and training as they have provided the background needed to perform the duties of a Graphics Supervisor, including the candidate's knowledge of: the principles of design, layout and color harmony; the processes, materials, equipment and supplies used in the preparation of reports, pamphlets, displays, websites and photographic presentations; media, methods, processes, materials and techniques used in preparing illustrations and the comparative advantages of each; the nomenclature, symbols, methods, practices, techniques, tools, and instruments used in the production of print and electronic media; computer hardware and software used in the development of graphic work; the ability to direct the work of others; effectively manage time and meet deadlines; evaluate the quality of graphics compositions; communicate and deal tactfully and effectively with a variety of individuals; apply sound supervisory principles and practices, including Equal Employment Opportunity principles and MOUs; and other necessary skills, knowledge, and abilities.

Candidates will be notified later by mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interview will begin during the period of **AUGUST 4, 2014 to AUGUST 15, 2014.**

NOTES:

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. A final average score of 70% is required to be placed on the eligible list.
4. Seniority credit at the rate of 0.25 of a point for each year of continuous service will be added to the weighted test score of each candidate.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.