

Position Description

Position Description	
Requisition Number	03023899
Position Number:	02006571
Dept:	IET ACADEMIC TECHNOLOGY SVCS - 061417
Position:	GRAPHICS LEAD
Approved Payroll Title Code:	7467
Approved Payroll Title:	VISUAL COMM SPEC 4
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	PSS23
POSITION DETAILS	
Job Summary:	<p>Under the general supervision of Media Services Manager, manage and coordinate the day-to-day graphic production operations for IET Academic Technology Services (ATS). Serve as the project manager for the graphics area projects. Consult with faculty, researchers, staff, administrators, outside clients, vendors and colleagues to organize large scale productions. Conceptualize, design, develop and produce computer graphics, artwork/illustrations, and presentations for the UCD campus and UC Davis Health System. In performing this work, this position will engage with clients at all levels within organizations and will be responsible for consulting, researching and translating client needs into a project scope. Assign and approve graphic production tasks, lead the professional staff and review work performed by others in the Graphics area. Assist the department management on policy, personnel and budgetary issues and keep management apprised of projects, resources and scheduling for the Graphics area.</p>
Campus Job Scope:	
Department Specific Job Scope:	This position requires a high level of leadership, consulting and project management skills.
Positions Supervised:	None.
Essential Responsibilities:	<p>60% GRAPHIC DESIGN AND ILLUSTRATION Conceptualize, design and develop complex graphic materials and presentations, including original illustrations and multimedia, for campus clients. Responsible for project planning, cost estimating, and project</p>

tracking. Conduct pre-production planning meetings with clients to determine the applicable medium and scope of the production. Research, consult and determine goals and objectives in designing instructional programs and materials. Prepare detailed cost estimates for proposed projects. Organize and complete all phases of production/design process. Translate complex ideas to a visual medium using traditional and digital drawing tools. Create illustrations, 2D animations, PowerPoint presentations, Web presentations, artwork/graphics for posters, newsletters, catalogs, booklets, and television graphics. Arrange for applicable distribution of graphic presentations. Complete billing and processing of records.

20% LEAD OF OPERATIONS - GRAPHICS AREA

Provide departmental leadership overseeing the day-to-day operations of the ATS Graphics group. Leadership objectives include developing a client-centric business environment, facilitating a philosophy of constant improvement both in service delivery and in staff skills, enhancing staff coordination and interaction with other units, participating in leadership meetings and major department decisions, and fostering teamwork, responsibility, and accountability. Oversee unit's compliance with established procedures, policies and production specifications for all projects. Responsible for oversight of the unit's project billings and expenses. Lead the daily activities of Graphics staff, including delegation of work and oversight of assigned projects. Provide mentoring and role modeling to staff in the Graphics group. Comply with campus personnel policies and strive to create a team that operates via the UCD Principles of Community.

20% PROJECT MANAGEMENT

Manage high-level/complex graphic production projects. Work closely with internal and external clients of varied disciplines to develop project scope, budget estimates, tracking, and financial and project reports. Using business relationship and project management skills, cultivate client relationships throughout the project to ensure project expectations are met. Assign tasks and provide staff skills assessments.

Physical Demands:

Use hands to finger, handle or feel. Specific vision abilities include close vision, distance vision, full-spectrum color vision, peripheral vision, depth perception, and ability to accurately set focus.

Work Environment:

The position requires a current/valid driver's license and is subject to DMV's Pull Notice System. Travel throughout the state with occasional overnight stays.

Vacation is restricted during peak work periods.

Adhere to workplace safety practices, read information communicated about workplace safety, complete required safety training on time, and report any workplace safety issues promptly to their supervisor or the designated safety coordinator.

	<p>UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including parking lots and residential space.</p>
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Experience creating 2D animations using Adobe After Effects or other 2D animation software.</p> <p>Experience with project scope development, estimating, script development, and project management from Pre-production to Post-production.</p> <p>Ability to work and collaborate with clients from a wide variety of disciplines, including highly technical and scientific areas.</p> <p>Skill to understand, interpret, conceptualize, and illustrate complex ideas, theories and discoveries and create illustrations, animations and other materials to be clearly conveyed visually to students, academics and the general public.</p> <p>Extensive experience using graphics programs/applications including Photoshop, Illustrator, PowerPoint, InDesign, Word and other programs as the need arises.</p> <p>Experience to organize projects, schedules and staff work to meet deadlines and budgets.</p> <p>Skills to project manage illustrative, print, and multimedia projects from concept to final product in RGB and CMYK format and to prepare finished files for print, web and television.</p> <p>Operational skills and knowledge of standard, professional graphic, photographic and multimedia production equipment used in production environment.</p>
Preferred Qualifications for Selection:	<p>Bachelor's degree in Graphic Production and Design, Instructional Technology, or related field, or equivalent experience/training.</p> <p>Leadership skills that foster cooperation and initiative to meet organizational goals, integrate client priorities within operational practices, and obtain the collaboration with other campus partners to meet these goals.</p> <p>Experience in directing project management activities involving large,</p>

complex educational technology projects.

Experience with the use of computer software programs for documentation, record keeping and email.

Experience problem solving and critical thinking to diagnose and determine steps necessary to produce an effective solution.

Experience with emerging digital technologies, (hardware/software) for developing on-line and hybrid courses.

Interpersonal and communication skills, including the ability to develop reports, project plans, proposals, and standards updates.

Expectations

Job Expectations

Read and follow the UC Davis Principles of Community.

Relate the varying needs and viewpoints of the faculty, students, and staff who use the technology with a deep understanding of the academic environment.

Tactfully resolve problems with both staff and clients, keeping management apprised of any problems and resolutions that were implemented. Appropriately escalate these problems to the next levels of management.

Ensure safe standards are met by maintaining a clean and orderly work area.

Maintain safety standards through observing and correcting.

Ensure that all established procedures, production specifications and policies are followed and that all applicable recharges and accounted for and processed through appropriate channels and systems.

Support staff to ensure level of production efficiency as such to meet deadlines requested by clients.

Adhere to UC Davis editorial and brand standards found at <https://marketingtoolbox.ucdavis.edu> as appropriate.