



**University of Texas at El Paso
Job Description**

Job Code: 18330
Job Title: Graphic/Production Manager
Department: University Communications
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: December 13, 2010

Summary: Manages and coordinates activities of personnel involved in performing internal operations within a department.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Oversees the planning, development, and production of graphics materials; reviews and approves final graphics production.

Researches, plans, and implements new operating and production methods; researches and prepares operating and production procedures and reports.

Provides subject matter expert feedback and information; makes presentations to staff or the public on the development of agency graphics materials.

Establishes goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.

Develops guidelines, procedures, and rules and monitors compliance with policies and procedures; develops and implements techniques for evaluating program activities; develops and evaluates budget requests.

Plans, assigns, and supervises the work of others; prepares work schedules and assigns duties to operations personnel to ensure efficient operation of department; identifies areas of needed change and makes recommendations to improve operations.

Directs employee training to improve efficiency and ensure conformance to standard procedures and practices.

Conducts staff meetings of operations personnel, or confers with subordinate personnel to discuss operational problems or explain procedural changes or practices.

Designs office workflow system and maximizes office productivity through proficient use of appropriate software applications and computer hardware options; assesses equipment, space, and staffing requirements.

Researches and develops resources that create timely and efficient workflow; establishes uniform correspondence procedures and style practices; ensures procedure manuals are generated and maintained.

Administers records management policies designed to facilitate effective and efficient handling of records; ensures compliance with policies, procedures, and practices for systematic retention, protection, retrieval, transfer, and disposal of records.

Reviews records to ensure completeness, accuracy, and timeliness.

Analyzes and resolves work problems; implements measures to improve production methods and to motivate workers.

Understands department's role in accomplishing the University's mission.

Compiles and submits reports as required by management, state, local, and federal regulatory agencies.

Acts as liaison between department and internal or external customers.



Participates in various committees, professional trainings, industry conferences, and conventions.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Five years of related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is regularly required to sit; use hands to feel; and talk or hear. The employee must occasionally lift and move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is occasionally exposed to outdoor weather conditions. The employee is frequently exposed to working near moving mechanical parts. The noise level in the work environment is usually moderate.