



Job Description

Job Title: Manager – Graphic Communications

JTC: CQB

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree plus three (3) years of related experience. Official transcripts are required. Must possess a current driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership, management and strategic planning in the development of resources in the web/graphics service area that include the production and design of printed collaterals, the college website, electronic/digital imaging production, and other presentation materials.

Leads the activities of the web services and graphics department for the development of materials to enhance the awareness of the campus to the general public. Manages the production of original artwork, layout/design, photography and printing functions.

Builds solid working relationship working closely with the key stakeholders and collaborates with other constituents for the strategic planning of marketing activities. Selects and works closely with external vendors for the production of graphics and marketing projects. Serve as liaison on projects as it pertains to marketing and graphic productions.

Creates images, coordinates design and ensures that information on the website is correct and current. Develops and implements customer service policy; operational procedures and guidelines for the department. Responsible for the evaluation, acquisition, repair and installation of technology equipment.

Prepares reports, maintain records, analyze findings and provides data used for a variety of purposes. Strong communication skills to speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques interacting with a diverse population. Strong customer service skills.

May supervise two (2) or more full-time employees.

Performs other duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.