

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: GRAPHIC DESIGN & ILLUSTRATION Level B, Pay Grade 6

LEVEL DEFINITION	This covers positions responsible for managing a unit providing graphic design services.
TYPICAL RESPONSIBILITIES	May include: managing staff and resources of a graphics unit; consulting with clients to determine needs; advising clients on project design and costing; developing graphic design project plans; preparing and implementing budgets; and compiling reports, statistics and other information related to services provided.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the management of the unit and the planning of graphic design projects.
SUPERVISION RECEIVED	Works independently within guidelines. Work is reviewed in terms of achievement of defined objectives.
SUPERVISION EXERCISED	Manages staff and is responsible for hire, discipline, evaluation and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of three years of related experience, or the equivalent combination of education and experience.

Updated: August 24, 2009