

Job Description: SPECIAL PROJECTS DIRECTOR

CLASS NO. 1301

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 20

FLSA: Exempt

SUMMARY OF POSITION

Coordinates special projects and events, as assigned by the County Judge and/or Commissioners' Court, including ROW Acquisitions and Grants. Duties include contract negotiation, documentation and interpretation of the same to County Judge and/or Commissioner's Court. Also manages the day-to-day activities of the county graphic arts department. Duties include managing department budget, ordering paper stocks for the county, and designing page layouts for county forms, documents and publications.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge
2. Directs: Personnel as assigned to assist in the coordinating of special projects and events, and printing and mail room personnel.
3. Other: Has regular contact with employees of all county offices, area school districts, and taxing jurisdictions. Has frequent contact with outside municipal, county, and state agencies.

EXAMPLES OF WORK

Essential Duties*

Supervises and coordinates contract and/or county personnel assigned to assist in project work;

Obtains rights-of-way for any project requiring the purchase of private property by the county and files them with the County Clerk's office;

Assigns and supervises daily tasks of the county print shop and ensures excellent working condition of all print shop equipment;

Orders paper for the county print shop and other county office; Orders county mailroom supplies;

Prepares and forwards bills for contract printing services provided by the county to area school districts and taxing jurisdictions;

Implements form of inventory control system to ensure up-to-date department usage and printing cost efficiency;

Administers graphic art department budget to ensure efficient, effective use of allocated funds;

**for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Chambers County*

CLASS NO. 1301 (*Continued*)

Designs and arranges county form and publication layouts from rough drafts or verbal instructions to ensure effective, appealing final products;

Selects and recommends materials to meet user's needs;

Prepares and presents cost efficient printing proposals to users;

Maintains current working knowledge of county and contract customer office operations to ensure suitable final products; and

Prepares written text in printing projects as required;

Travels to and attends meetings, training seminars, and other related sessions that enhances the administration of county projects.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: personnel management practices and procedures; county operation; print journalism methods; and graphic arts techniques.

Skill/Ability to: demonstrate proficiency in both oral and written communication; assign, supervise, and evaluate work of employees; effectively manage department budget; maintain accurate billing records for outside contract printing projects; produce effective, attractive page layouts for various forms, documents, publications, etc.; operate computers using complex page layout software packages; and establish and maintain effective working relationships with department employees, other county employees and officials, and representatives of outside organizations.

ACCEPTABLE TRAINING AND EXPERIENCE

Associate's degree in graphic arts of a related field, plus at least three years of desktop publishing or graphic arts experience;

or high school graduate, or its equivalent, plus at least five years of desktop publishing or graphic arts experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.