



JOB ANNOUNCEMENT

Graphic Arts and Reproduction Supervisor, BX17
Chicago Department of Aviation
Finance Division

Number of Positions: 1
(Additional vacancies possible pending budget approval)
Starting Salary: \$80,628.00

Applications for this position will be accepted until 11:59pm CDT on July 18, 2024.

ESSENTIAL DUTIES

- Assigns, supervises and reviews the work of graphic artists engaged in designing and producing artwork and print materials (e.g., flyers, brochures, logos, banners, mounted displays, web graphics).
- Confers with clients to determine project scope, presentation concept, time schedule and other requirements.
- Advises clients and departmental liaisons on various production factors and provides options for cost-effective methods of completing projects.
- Serves as team liaison in planning and coordinating multifaceted projects including production and printing components.
- Develops design concepts and creates graphic artwork to visually communicate intended message to target audience
- Uses and provides technical assistance to staff in the use of graphic arts software for creating designs and artistic images and job ordering of incoming projects.
- Trains and instructs staff in advanced graphic techniques.
- Reviews and approves artwork prepared by staff and presents final designs to clients for approval.
- Prioritizes job orders and resolves production problems to ensure completion of jobs in a timely manner. Prepares and monitors the unit's budget.
- Selects and orders graphic arts supplies and equipment.

Additional duties may be required for this position

Location: 10510 W. Zemke Rd, Chicago, IL 60666
Days: Monday – Friday
Hours: 9:00 am – 5:00 pm

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in graphic arts or a directly related field plus five years of work experience in graphic design or commercial artwork of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training, and experience.

NOTE: This position requires a valid license at the time of hire.

NOTE: The candidates selected for hire must pass an airport background check and a Security Threat Assessment.

SELECTION REQUIREMENTS: This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Brandon Johnson, Mayor

Job Posting

: Jul 3, 2024, 12:00:00 AM |

Closing Date (Period for Applying) - External

: Jul 18, 2024, 11:59:00 PM

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ft!?lang>

[Job Search - Basic Search - Taleo](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Graphic Arts & Repro Supervisor**

Graphic Arts & Reproduction Supervisor (O'Hare)

\$80,628.00

Job #395385

07/03/24 - 07/18/24

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)