

Title: Creative Services Manager	Effective Date: May 3, 2022	Grade: XVI	Job Category: Professional
Prior Title: Creative Services Manager, Section Head - Reprographics	Prior Effective Date: June 24, 2017	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

As an integral team member of the Public Information Office, the Creative Services Manager is responsible for leading a team of graphic design and print production specialists that produce a wide range of creative, technical and documentary products.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Manage the Creative Services and Print Services Groups in the Public Information Office including but not limited to recommending hire, termination, evaluating the performance of and administering disciplinary actions to subordinate staff.
- Coordinate with the Public Information Officer regarding Department branding and identity strategies.
- Function as lead graphic designer, coordinating project workflow of the Graphic Design Team.
- Operate as initial point of contact for digital creative requests for internal and external stakeholders.
- Collaborate with the Print Services Coordinator, overseeing Department reprographics operations.
- Represent the Department at various public functions as required.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to a bachelor’s degree from an accredited college or university in a field related to the area of responsibility OR the educational equivalent to a diploma from an accredited high school plus four years of directly related experience. Professional-level graphic design and print production work experience.

Knowledge, skills and abilities:

Exceptional computer skills with strong proficiencies in Adobe Creative Cloud software products. Ability to work quickly with frequently shifting priorities and deadlines. Impeccable attention to detail with strong analytical and problem-solving skills. Results-oriented and driven to execute with a high level of accuracy in tight timeframes. Process-oriented and highly organized with an ability to keep projects on schedule. Effective leadership and communication skills.

Working conditions:

Office environment. Occasional instate and out-of-state travel.

Licenses, registrations and certifications:

Valid driver’s license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.