CITY OF TORRANCE

Facility Operations – Central Services Series Career Ladder

Facilities Operations Manager
BA in business administration, finance, accounting or related field; and 3 years experience in accounting or bookkeeping which includes 1 year of experience supervising the business activities for a multi-disciplinary cultural and performing arts facility of comparable size to that of the City of Torrance Cultural Arts Center.

Central Services Supervisor
BA in the arts, art illustration, graphic arts, or related degree and 5 years of progressively responsible experience in all phases of a print shop operation including two years of increasingly responsible experience in the graphic/commercial field art involving substantial illustration background.

Central Services Coordinator
3 years progressively responsible experience operating & maintaining printing & duplicating equipment & a valid Class C CDL

Graphic Designer
2 years of experience in computer aided graphics design utilizing computer software programs currently in use by the City.

Reprographic Specialist
1 year of experience with digital printing equipment & commercial bindery equipment. Knowledge of stockroom & inventory procedures preferred.

Requires add'l training or educ. to qualify for promotion — **PROMO** — **LATERAL**