General Description
Plans, directs, and oversees the daily activities in the Sign Shop.

Examples of Duties
- Fabricates signs, posters, and banners.
- Installs sign assemblies in accordance with policies and procedures.
- Estimates materials, time, and the cost of work to be performed.
- Works with high-tech sign systems, scanners, routers, digitizer, plotters, and printer.
- Reads and interprets blueprints and shop drawings, and carries out the described work.
- Assists in the layout of all signs.
- Meets with customers to coordinate projects.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of computer applications related to the area of assignment.
- Skilled in layout and design.
- Ability to accurately read and spell.
- Ability to communicate effectively.

Minimum GSU Hiring Standards
High school diploma or GED and three years of related experience. A valid Georgia Driver’s license is required.