UI/UX Team Supervisor

Job Description

Department:	Information Systems
Position:	Career Service
Grade:	732
Supervisory:	Supervisor
Reports to:	Division Manager - Programming

Summary

Under general guidance and direction of the Division Manager – Programming and department management, supervises the work and functions as the primary User Interfaces and User Experiences (UI/UX) Designer supporting all development teams. Establishes the standards for UI/UX best practices and is responsible for the development, implementation, and maintenance of style guides, design standards, and other UI/UX initiatives as directed.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Ensure department goals, standards, and deadlines are met while following industry best practices for privacy, security, and ethics.
5. Oversee the User Interface (UI) and User Experience (UX) for county-developed and third-party software systems, including enhancement roadmaps, design projects, and resource assignments; coordinate design development and implementation with developers and stakeholders.
6. Oversee and participate in design planning and execution, managing scope, timelines, budgets, and resources, while proactively identifying and resolving issues, and communicating project status to all stakeholders.

7. Ensure design projects are delivered on time, within budget, and to established quality standards; and as needed, implement and refine design methodologies and conduct quality reviews.
8. Oversee the design of functional and technical specifications for Information Technology (IT) systems and integrations to ensure project goals are aligned.
9. Continuously improve project design processes; contribute to roadmaps, and the successful execution of the final designs.
10. Promote a culture of innovation and productivity by actively participating in staff training, mentorship, and knowledge sharing.

Knowledge, Skills, and Abilities
- Considerable knowledge of UI/UX principles, best practices, and terminology
- Knowledge and demonstrated proficiency with UI/UX planning, designing, and implementation
- Knowledge of web design standards and graphic design fundamentals
- Knowledge of UI/UX development tools and environments, such as Figma, Cascading Style Sheets (CSS), and Hyper Text Markup Language (HTML)
- Skilled in communicating clearly with stakeholders in meetings and trainings
- Skilled in providing consistently exemplary customer service
- Skilled in supervisory techniques
- Ability to work effectively and positively within a team environment, maintaining cooperative relationships with users, stakeholders, team members, and management
- Ability to effectively supervise assigned Design teams and ensure consistent communication among team members, users, key stakeholders, and management
- Ability to foster a culture of innovation as a role model and mentor by actively seeking and sharing innovative UI/UX solutions and methods
- Ability to provide strategic oversight and direction for all UI/UX activities within the team
- Ability to ensure commitment to quality standards, processes, and efficient delivery

Supervisory Responsibility
This position has direct supervisory responsibility and serves as a coach and mentor to other positions in the department.

Work Environment
This job operates primarily in a professional office, computer room, or other controlled environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. The employee is regularly required to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee is required to type, file, and lift or otherwise move supplies or equipment weighing up to forty (40) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work
Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Bachelor's degree in Human-Computer Interaction, User Experience Design, Computer Science or a closely related field.
2. Five (5) years of experience in UI/UX, Information Systems Technology, or a closely related field.
3. Demonstratable work competence in project management, computer programming, or business administration.
4. Equivalent combinations of education, experience, and demonstrated work competence may also be considered.

Preferred Education and Experience
1. Preference may be given to applicants with experience as a UI/UX lead or team lead.
2. Preference may be given to applicants with experience managing several design projects at once with competing priorities.
3. Preference may be given to applicants with experience delivering consumer software products to developers.
4. Preference may be given to applicants with degrees in UI/UX.

Additional Eligibility Qualifications
1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check. Due to potential access to sensitive and protected data, this position is subject to additional criminal background checks as directed by the Information Systems Department.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____